

# User Acceptance Testing (UAT) Session Agenda for September 25, 2008

<b>Meeting:</b>	UAT Session to Review Accounting Module J2EE Application Release 0.6 & 0.7	<b>Facilitators:</b> Al Finlayson Bill O'Brien
<b>Date:</b>	September 25, 2008	
<b>Start Time:</b>	8:30 AM – 3:15 PM	
<b>Location:</b>	St. Cloud State University, St. Cloud Minnesota <b>Centennial Hall Room 455 - AM Session</b> ( 8:30 AM – Noon: morning coffee & rolls – <b>please consume food &amp; beverage outside PC lab</b> ) <b>Education Building Room B110 (PM Session</b> Noon – 3:15 PM: Lunch, mid-afternoon coffee & bars)	<b>Recorders:</b>
<b>Participants:</b>	See attached list	

Day Date	TOPIC	DISCUSSION LEADER	DISCUSSION
8:30 (15 min)	Get Settled In Session Overview	Al Finalyson Bill O'Brien	<ul style="list-style-type: none"> <li>▪ Welcome</li> <li>▪ Review of Agenda and Session Goals</li> </ul>
8:45 (90 min)	Review Application Release 0.6 & 0.7 – Part 1	Al Finlayson OPI Staff	<ul style="list-style-type: none"> <li>▪</li> </ul>
10:15 (15 min)	Break		
10:30 (60 min)	Review Application Release 0.6 & 0.7 – Part 2	Al Finlayson OPI Staff	<ul style="list-style-type: none"> <li>▪</li> </ul>
11:30 (30 min)	Lunch		
12:00 (90 min)	Short Discussion of Future Stories (Use Cases) Review of Morning Session Prior UAT Session Follow-up (Punch List)	Al Finlayson OPI Staff Bill O'Brien	<ul style="list-style-type: none"> <li>▪</li> </ul>
1:30 (15 min)	Break		
1:45 (90 min)	Prior UAT Session Follow-up (Punch List) - continued  Open Issues Discussion Discussion	Al Finlayson OPI Staff Bill O'Brien  All	<ul style="list-style-type: none"> <li>▪</li> <li>▪</li> </ul>
3:15	Adjourn		

# User Acceptance Testing (UAT) Session Participants for September 25, 2008

Accounting J2EE Web Application, Release 0.6 & 0.7 User Acceptance Testing Meeting			
Members Name	Institution	Confirmed	Notes:
<b>Adams, Stephanie</b>	<b>South Central TC</b>	1	
<b>Belko, Dawn</b>	<b>North Hennepin</b>	1	
Bernard, Dee	MCTC	0	Unable to attend – Financial Statement auditors
<b>Bienfang, Kim</b>	<b>Anoka Ramsey</b>	1	
<b>Bjelland, Dave</b>	<b>Alex TC</b>	1	
Doss, Brad	Riverland C&TC	0	Unable to attend
Fliss, Diana	MnWest C&TC	0	Unable to attend
Gardner, Joann	Bemidji State	0	Unable to attend – Financial Statement auditors
<b>Kerkaert, Deb</b>	<b>SW State</b>	1	
Kroening, Mike	MSC-Southeast Tech		
Marble, Jan	MSU Mankato	0	Will not be attending
Meyer, Wendy	Anoka Tech		
<b>Onken, Karen</b>	<b>Anoka Tech</b>	1	
<b>Overturf, Sandy</b>	<b>Hennepin Tech</b>	1	First time UAT session attendee
<b>Scherman, Ron</b>	<b>Pine Tech</b>	1	
Sinning, Deborah	MSU Mankato	0	Will not be attending
Smith, Steve	MSU Mankato	0	Unable to attend - Financial Statement auditors
Sylvester, Robin	Bemidji State	0	Unable to attend – Financial Statement auditors
<b>Thorn, Dave</b>	<b>Winona State</b>	1	
<b>Vopatek, Christine</b>	<b>Central Lakes</b>	1	
<b>Wagner, Jeff</b>	<b>SCSU</b>	1	
<b>Wegge, Mark</b>	<b>SCSU</b>	1	
OOO and Others Name		Confirmed	Notes:
Anderson, Susan	Budget Unit	0	Unable to attend
Buse, Beth	Internal Audit		
<b>Edwards, Connie</b>	<b>Campus Assistance</b>	1	
<b>Finlayson, Al</b>	<b>ITS</b>	1	
Froysland, Kathy	ITS	0	Unable to attend - having to test for the change to Oracle
Gednalske, Steve	Tax Services	0	Will not attend
<b>Gillson, Roger</b>	<b>ITS</b>	1	
<b>Heydman, Jeremy</b>	<b>ITS</b>	1	

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Accounting J2EE Web Application, Release 0.6 & 0.7 User Acceptance Testing Meeting			
OOO and Others Name		Confirmed	Notes:
Kirkeby, Denise	Financial Reporting	0	Unable to attend
Liljedahl, Lisa	ITS	0	Unable to attend - having to test for the change to Oracle
<b>Lund, Dave</b>	<b>ITS</b>	<b>1</b>	
<b>O'Brien, Bill</b>	<b>Finance Admin</b>	<b>1</b>	
<b>Nordby, Mike</b>	<b>Campus Assistance</b>	<b>1</b>	
Page, Ann	Tax Services	0	Will not be attending
Rushenberg, Gerry	ITS	0	Will not be attending
Schmidt, Valerie	ITS	0	Unable to attend
Smith, Kent	ITS	0	Will not be attending
<b>Stallworth, David</b>	<b>Campus Assistance</b>	<b>1</b>	
Stoddard, Tim	Financial Reporting	0	
Thompson, Ra Nae	ITS		
<b>Welter, Teri</b>	<b>ITS</b>	<b>1</b>	
<b>Roger Goerke</b>	<b>OPI</b>	<b>1</b>	
<b>John Holland</b>	<b>OPI</b>	<b>1</b>	
<b>Doug Kartio</b>	<b>OPI</b>	<b>1</b>	
<b>Pallab Lahiri</b>	<b>OPI</b>	<b>1</b>	
<b>Andy Miller</b>	<b>OPI</b>	<b>1</b>	
<b>Heather Tinkham</b>	<b>OPI</b>	<b>1</b>	
<b>Mark Waldal</b>	<b>OPI</b>	<b>1</b>	
<b>Angela Marckel</b>	<b>Fredrickson Comm's</b>	<b>1</b>	
Lynn Kissock	Fredrickson Comm's	0	
	Yes	29	
	maybe	0	
	<b>Total</b>	<b>29</b>	<b>@ 09-23-2008.</b>
	not attending	19	
	non respondents	4	
	Maximum Possible	52	Average participation – approx 32 to 34

# User Acceptance Testing (UAT) Session Participants for September 25, 2008

#	Origination Date	Description	Assigned to	Status
1.	01-22-08	<b>Optimal:</b> 16 C/Us, OCC-Fin (CSU, Financial Reporting, ITS), OCC-ITS (CRM, User Testing): <b>20+ user PC's</b> (Multiple sessions for some C/Us) <b>Current:</b> WFP Training Room 3354: 16 user PC's, plus outlets for add'l laptops	Bill O'Brien	SCSU is now has training rooms available, will use for July 9 and later UAT sessions. Quarry Center also possible.

Campus members formerly serving on AC-J2EE Conversion UAT Group		
Jerry Winans	Bemidji State University	Retired July 1, 2008
OPI staff formerly working on AC-J2EE Conversion Project		
Steve Engels	OPI	Working on Tuition Waiver project
Eric Foster-Johnson	OPI	Working on Tuition Waiver project
Hiromi Suenaga	OPI	Working on Tuition Waiver Project