**Migration Meeting Agenda**

**Tuesday**

Migration Process Overview (3 hrs) (Client Services/Dirk/Samantha)

Continuation from the last summit, just want to see the flow and how we fit into the plan. We also need to identify any gaps that remain.

* + Client Services –Migration Process (SFDC)
	+ Recruiting
	+ Salesforce Status
	+ Capacity Planning
	+ Client Services – Run the Migration Tool
* QA – Post Migration Tool run
* DevOps – Go Live Process
* Focus on Schoolcenter

Migration Process Improvements (1hrs) (CS/PD)

 Exercise to suggest any process improvements

 Review current migrations for lessons learned

Lunch Break (1hr)

Classes (3hrs) PD/PMO Only

Need to review the class space work and start to understand how we are going to move from legacy CMS into these new Centricity functions

**Wednesday**

Edline and SchoolFusion BETA Discussion (2hr) (CS/PD/PMO)

* Need to define what will and wont be in the BETA
* Have clearly defined goals that everyone
* Things that will not be migrated
* Gradebooks etc…
* What expect to be in the first BETA so we don’t have disconnect
* What is MVP for SchoolFusion

SchoolFusion Break Out (1 hrs) (CS/PD/PMO)

Edline Break Out (1 hrs) (CS/PD/PMO)

Lunch (1hr)

SchoolFusion Break Out (4 hrs) (CS/PD/PMO)

Edline Break Out (4 hrs) (CS/PD/PMO)

**Thursday**

SchoolFusion Break Out (2 hrs) (CS/PD/PMO)

Edline Break Out (2 hrs) (CS/PD/PMO)

Summary of Break Outs (1hr) (CS/PD/PMO)

Lunch (1hr)

Wrap up (2hr) (CS/PD/PMO)

**High Level Goals**

* Timeline overview for migrations & migration process (Product Management/Client Services)
* Walkthrough of Tool Architecture
* Run through imports and view sites
* Work through import/export process & make refinements