MINUTES FOR MHD DATACENTER WEEKLY MEETING

Opening:

The weekly meeting of MHD Datacenter was duly called and held on September 18th 2012 at the Datacenter

Present were:

Claude Deschamps
George Deschamps
Gary Berridge
Alex Paton
John Irish

1. Agenda

i. Opening Remarks
ii. Status Report on Action Item List
iii. List of Priorities
iv. Weekly Reports
v. Other Matters

2. Summary of discussions of Agenda Items

i. ITEM 1 – Opening Remarks

George asked John to facilitate the meeting. John agreed, called the meeting to order at 9:05 am, offered the agenda for the consideration of the group and asked if there were any amendments. There were no amendments and the agenda was approved as submitted.

ii. ITEM 2 – Status Report on Action Item List

George asked the group the refer to the document entitled "Meeting M CD Things To Do"[1] and proceeded to review the list item by item. The results of that review are as follows:

1) Task 1 – George said that it was important to establish a Game Plan for the next three to six months. He solicited ideas from the group as to what items should be included in the plan. After a brief discussion , a consensus developed around the following list
   i. UniBank Assessment
   ii. MHD Migration
   iii. Equipment Licenses and Warranties
   iv. Creating a Security Policy
   v. Creating a Business Plan
   vi. Technical Capacity
   vii. eLearning

   John was tasked with creating a draft for the plan
2) Task 2 – George indicated that it was imperative to us to complete the Business Plan as expeditiously as possible. Gary responded that we were still awaiting financial information that had been requested from MHD for some time now. John said that previous efforts to create the Business Plan stalled when it came to defining and pricing the actual list of services that the

[1] Included with list of documents for the meeting

Datacenter will be offering. George agreed to set up a schedule of meetings to launch a new effort to develop the Business Plan in accordance with the draft outline[2] submitted by John

3) Task 3 – Job Descriptions
George enquired about the status of the job descriptions and Gary responded that he had already submitted the job descriptions for Alex and John to Claude and George and that he was awaiting confirmation of receipt.

4) Task 4 – List of Projects
The three main projects that are currently being worked on were identified as;
   i. UniBank Assessment – Assigned to John and Gary
   ii. eLearning Project – Vianna and Alex
   iii. Multilink Contract – Currently being reviewed by MHD Board

5) Task 5 – Documented Reports
George requested a compilation of reports on all activities and meetings of the Datacenter for the past three months. Gary indicated that he had already submitted the reports to Claude and George. Gary indicated further that his minutes are usually in emails which he will be forwarded to George by the end of business Sept 19th 2012.

6) Task 6 – VMware Status
John informed that meeting that he had submitted a report on the matter. He suggested that it might be necessary to have a VMware expert on site to resolve the issues and George indicated that he would contact UDT in this regard.

7) Task 7 – Outstanding software and equipment issues.
Alex reported that he had already submitted all the documentation with respect to licensing and warranty issues.

8) Task 8 – Technical Support and Maintenance Agreements
With the exception of the VMware Basic Support Agreement, we do not have any support or maintenance agreements in place.
Gary reported that he was working with APC, 360 and EMC to ensure that all outstanding matters relating to their respective installations are resolved.
He said that when the need arises, support is contracted on demand to address the problem.
George said he will be looking into contracting someone to assume the responsibilities of daily building maintenance and operations.

9) Task 9 – Contact List
Alex reported that he had compiled and submitted the information.

10) Task 10 – New Protocol for scheduling meetings
The new regulation was duly noted and there were no objections.

[2] Included in list of documents for the meeting

iii. ITEM 3 – List of Priorities

John submitted a list of priorities that the Datacenter had been working on over the past few months. The group reviewed and prioritized the list that follows in order of descending priority.

1) Acquiring Transport (Layer 2)
2) Resolving vCenter Connectivity Problems
3) Datacenter Readiness
4) Business Plan
5) Capacity Building
6) Unibank Assessment
7) eLearning
8) Creating Security Plan
9) MHD Migration
10) Complete Fire Suppression Installation
11) Resolve APC outstanding issues

These priorities are going to form the basis for our activities starting immediately.

iv. ITEM 4 – Weekly Reports

John and Alex submitted their weekly reports. Gary indicated that he had completed his report but needed to put it in the format that Claude requested.

v. ITEM 5 – Other matters

John raised the issue of the MHD Contract with Multilink and reiterated the importance of concluding an agreement with respect to transport for our efforts. He requested a status update and George promised to have one by September 21st

3. Open Items

i. ITEM 1 – vCenter Problem

There is an open trouble ticket at VMware for this issue. They are awaiting the results of our efforts to fix the SQL Database problem so they continue troubleshooting the VMware vCenter Application problem.

ii. ITEM 2 – Fire Suppression

Gary is tasked with this issue. He promised to contact Marley Ortega at UDT and provide feedback by close of business September 18th

iii. ITEM 3 – Business Plan Outline

John indicated that he had submitted an outline and is awaiting feedback.

iv.

v. ITEM 4 – MHD Migration

Preliminary work started. Awaiting word from NovaGroup and resolution of VMware problem.

4. [3]Preliminary Agenda for Next Meeting

i. Matters arising out of Minutes
ii. Draft outline of six months plan (Game Plan) – John Irish
iii. Schedule of meetings to draft Business Plan – George Deschamps
iv. Update of VMware vCenter problem resolution – George Deschamps
v. Building maintenance contractor – George Deschamps

[3] Final agenda to be submitted by George 24hrs before next meeting

vi. Unibank Assessment – John Irish and Gary Berridge
vii. Fire Suppression Installation – Gary Berridge
viii. Business Plan - George Deschamps
ix. MHD Migration – John Irish
x. Education Presentation – John Irish

5. **Adjournment**:

Meeting was adjourned at 11:30 am. The next meeting is scheduled for Sept 24th 2012 at 8:30 am . Any additional specific agenda items will be communicated in a subsequent correspondence