MEETING MINUTES

Damaz Alexis & Datacenter Management Team

Opening:

The initial meeting between Damaz Alexis and the Datacenter Management Team was called and held on Monday, October 18th at Gallerie Marassa commencing at 3:30 pm

Present were:

Gary Berridge
Alex Patton
John Irish
Damaz Alexis
Gregoire Fouchard

John Irish facilitated the meeting and recorded the minutes.

1. Approval of Agenda

The agenda was unanimously approved as distributed.

2. Summary of discussions of Agenda Items

i. Introductions
   a) Those present at the start of the meeting introduced themselves providing brief information about their professional background and their roles.
   b) John thanked Damaz for the very detailed and professional reports he provided and explained that the purpose of the meeting was to gather information for input into the development of a Technology Plan by Maison Henri Deschamps as they move in the direction of
      1. Providing technology services to the public
      2. Upgrading/enhancing their internal IT infrastructure to align with strategic business objectives.
   c) John explained further that as the Company moved in this new direction, it was important to ensure that
      1. All current mission critical applications could migrate smoothly to any new architecture
      2. Network performance and availability are not adversely impacted by any proposed changes in the infrastructure

ii. Report on Network and Performance
   a) Damaz gave an overview of the network topology and the basic design of each site within the network. Important details highlighted were
      1. With the exception of the headquarters location that has three, each site has one server that houses the network application for that location
      2. Backups for each site are done weekly to an offsite location in California
      3. Daily backups are done on the production server at each location
      4. Each site has a VPN connection to the headquarters
      5. Each site has its own connection to the internet
      6. Email services are provided via a third party vendor from California
   b) Damaz gave the assurance that his company has the capability to support all current applications in any new environment

c) He explained that the current design of the network responds to local conditions characterized by disruptions in connectivity by ensuring that productivity throughout the company does not suffer when such disruptions occur.
d) Damaz offered to be available for any further questions and/or clarifications if necessary

iii. Matters arising from report

a) The report was well received by all
b) John expressed a concern about the current practice of doing backups on the production servers themselves which provides no protection of data against hard disk failure. This, however, can be easily and inexpensively remedied with the use of external drives at each site.
c) Gary indicated that while he understands the need to maintain local servers at each site, given the current conditions, he was confident that the Proxim solution, when available, would provide reliable, adequate and redundant connectivity throughout the network thereby obviating that need.
d) Gary also pointed out that only a very small numbers of network users currently use the company's email.
e) Gregoire recommended that use of the company's email should be mandated as a matter of policy.
f) Gary mentioned that there is a problem with the UPS's currently as they do not seem to provide adequate protection to the equipment connected to them.
g) Damaz agreed to provide information on the make and models of the UPS's used so that suitable replacements can be sought.

Adjournment:

Meeting was adjourned at 4:30

Minutes submitted by: John Irish