MEETING MINUTES

SICSA DATACENTER MANAGEMENT TEAM & NOVAGROUP SA

Opening:

The meeting of SICSA Datacenter Management Team and NovaGroup SA was held as scheduled on Tuesday 7th January at La Reserve at 10:00 am

Present were:

Gary Berridge
Alex Patton
Damaz Alexis
John Irish

1. Agenda

i. Purpose of Meeting
ii. Review of Minutes from Meeting of 10/18/11
iii. Discussion of Plan of Action outline
iv. Other Matters

2. Summary of discussions of Agenda Items

i. ITEM I – Purpose of Meeting
   a) John pointed out that the purpose of the meeting was to establish an outline that would serve as the basis for the development of a migration plan to move MHD current network over to the Datacenter.
   b) John indicted further that this meeting was in fact the follow-up to a [1]meeting held last October where the consolidation of network services provided to MHD was discussed in details. Given that the Datacenter is scheduled to be completed shortly and, given the requirements of the Datacenter 6-Month Readiness Plan, it is timely to finalize the migration plans.

ii. ITEM II – Review of minutes from meeting of 10/18/11
   a) The minutes of the referenced meeting was accepted without modification and the [2]documentation from that meeting was accepted as part of the basis for discussion for this meeting.

iii. ITEM III – Discussion of Plan Outline
   a) Gary opened the discussion with a question as to the whether the migration would be a simple cutover or a phased approach.
   b) Damaz responded by saying that the migration would more than likely be phased in by services. The initial services would be the Internet and the phone services as they would be the easiest to migrate. Other applications like the Inventory and POS would be more difficult and would require more thought in developing a migration strategy. He indicated that there is a Web version for the POS Application which would make it easier to migrate to a virtual environment. However the Inventory software does not

[1] See minutes for meeting of 10/18/11 submitted in list documents for current meeting
[2] MHD Network Diagram and List of Applications

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have a Web equivalent and it might be necessary to develop a Web interface for that application.

c) John asked Damaz to provide his thoughts on the timing and sequencing of the phased services approach so we will be able to discuss them in more details in our upcoming meetings. Damaz agreed.

d) Damaz informed the meeting that the network diagram needs to be updated to reflect recent changes in the network and said that he would send the updates at his earliest convenience.

e) Alex inquired about the cost of internet connectivity that we were receiving from ACN as opposed to the Novagroup and suggested that it might be helpful to explore sourcing those services from the Novagroup given the significant difference in prices. Damaz agreed to look into providing a quote for Internet connection from his sources.

f) Damaz inquired about next steps in the process and John referred to the [3]Migration Process Workflow. There was general agreement with the process and it was agreed that the group would meet on Wednesdays at 10:00am to 12:00pm for the next three to four weeks to come up with the Migration Plan.

g) Gary suggested a modification to the aforementioned document to remove the references to cost associated with sourcing alternative options for transport. He gave his assurance that the Proxim solution would be available within our operating window.

h) Damaz inquired about the frequency that would be used by the Proxim equipment to connect the sites and Gary responded that initially we would be using an unlicensed frequency.

i) It was emphasized and clearly understood by all that the issue of connectivity between the MHD sites was central to this effort and that the sooner that issue was settled the better.

3. [4]Preliminary Agenda for Next Meeting

i. Sequencing of phased services migration – Damaz
ii. Status report on use of Proxim Radios – Gary

4. **Adjournment**:

Meeting was adjourned at 11:15 am. The next meeting is scheduled for 02/15/12 at 10:00 am. Any additional specific agenda items will be communicated in a subsequent correspondence.

Minutes submitted by: John Irish

[3] Included in the list of documents submitted for the current meeting
[4] Final agenda to be submitted by John at least 24hrs before next meeting

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