John Irish
Activity Report
Week of 10/17/11 through 10/21/11

No.	Date	Task	Action(s) Taken	Results
1	10/18/11	Follow up with Jon Carmichael re gathering information about Voila's network	1. Sent email of 10/19/11 to schedule on meeting 2. Followed up on same day w/ request for a meeting time 3. Called on 10/20/11	1. Jon responded indicating that 10/20/11 was convenient via Skype 2. I was not able to make contact with Jon 3. I left a voice message
2	10/18/11	Meet w/ Katherine to discuss Marketing Plan	1. Developed a pre-Marketing checklist 10/17/11 2. Reviewed checklist w/ Katherine 10/18/11 3. Developed Marketing Plan timeline 10/18/11 4. Reviewed Marketing Plan timeline w Katherine 10/19/11	1. Katherine completed pre-Marketing checklist 2. Katherine approved timeline and advanced preparations for future scheduled meetings will begin
3	10/20/11	Define structure and communication norms for Datacenter	1. Developed Organizational Chart for SICSA 2. Submitted draft to Gary and Alex for preliminary review	1. Initial informal discussions started 2. More formal discussions on issue to follow
4	10/17/11	Facilitate Datacenter Management Team meeting	1. Create agenda 2. Schedule meeting 3. Facilitate meeting	1. Created minutes from meeting 2. Distributed minutes to all participants for review 3. Updated minutes from feedback
5	10/18/11	Facilitate meeting w/ Damaz Alexis	1. Create agenda 2. Schedule meeting 3. Facilitate meeting	1. Created minutes from meeting 2. Distributed minutes to all participants for review 3. Updated minutes from feedback