

## Project Meeting

### UBA VC Infrastructure and Support Project Meeting Minutes

Document Category: Project

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Issued by: Telvida

MINUTES OF MEETING ON POLYCOM UPGRADE HELD AT UNITED BANK OF AFRICA  
ON 11<sup>TH</sup> APRIL, 2018.

S/N	Attendees present	Organization
1.	Enyinna Odoh	UBA
2.	Eze Anene	UBA
3.	Olusegun Oluwabambo	UBA
4.	Francis Sipeolu	TELVIDA
5.	Akpevwe Egbelughe	TELVIDA
6.	Onyinye Madubuko	TELVIDA

S/N	Agenda	
1.	Provision of resource and IP addresses	Enyinna said the server needs to be cleaned up. The servers will be available after the next meeting.
2.	Solution design/Detailed Scope	Telvida will deliver this by 16 <sup>th</sup> April, 2018
3.	Installation of RP Clariti	Dependent on the availability of the resource
4.	Migration of old to new/ assigning final IP addresses RP Clariti	Dependent on the availability of the resource
5.	Avaya integration	Dependent on the availability of the resource
6.	SFB and outlook integration	Dependent on the availability of the resource
7.	HDX and endpoint audit/upgrade	<p>Presently, seven (7) HDX audited remainder need to be brought on line.</p> <p>In addition, Telvida would provide a report on upgrade/recommendations on endpoints stating the differences and bugs during the endpoint upgrade.</p> <p>VVX software version will be updated by Telvida</p>
8.	Analytics deployment	It is dependent on the Clariti configuration. A server will be provided by UBA for deploying the analytics server.
9.	Training	Enyinna sent a mail to Francis listing the names of UBA staffs for the training. Names to be fully confirmed before Tuesday 17 <sup>th</sup> for Telvida to pass on to Polycom

Next Meeting: 16<sup>th</sup> April, 2018