# Meeting Minutes: Terraform Migration Planning

Date: October 2, 2025

Time: 3:30 PM CST

Duration: 1 hour

Platform: Virtual Meeting (Summary AI Transcript)

Attendees:

* - Speaker A – Technical Lead
* - Speaker B – DevOps Engineer
* - Rodrigo Solano – Infrastructure Engineer
* - Speaker C – Terraform Specialist (May)
* - Speaker D – Project Engineer

## 1. Meeting Objective

To plan the execution steps for the Terraform-based migration process, define repository management, and clarify next steps for the AWS DataSync and Jenkins integration within the Experian Automotive Platform migration project.

## 2. Key Discussion Points

### 2.1 Repository Management and Access

The team discussed whether to use Experian’s existing repository or migrate to the internal AIT repository.  
Decision: The repository will be forked into the Automotive Platform project under the internal organization.  
Rodrigo performed the fork operation during the meeting and confirmed successful access and linkage.

### 2.2 Jenkins Integration

Experian provides a Jenkins job template within the same repository, intended for the Terraform execution pipeline.  
The migration will use their Jenkins job instead of building a new one internally.  
Once the Terraform execution is complete, the configuration will be short-lived and not maintained beyond migration completion.

### 2.3 Terraform Modules and Complexity

Concern was raised regarding Experian’s global EITS modules, known for extensive tag validation causing long Terraform plan runtimes (~30 minutes).  
The current account being used has minimal existing resources, which should help avoid major delays.  
Caution: Avoid integrating EITS modules unnecessarily into the migration workflow.

### 2.4 Runbook and Prerequisite Tasks

A migration runbook was reviewed and shared via chat.  
Initial prerequisites (e.g., AWS DataSync activation and configuration) are already completed.  
The next pending step is Active Directory (AD) Domain User configuration.

### 2.5 Terraform Configuration Review

The team examined the Terraform directory structure and variable files.  
Rodrigo confirmed that the AWS subnet and networking information may require validation with Powan, as the runbook indicates possible modifications.  
Agreement that no variable changes should be made until the confirmation from Powan or Barat.

### 2.6 Coordination and Dependencies

Powan and Barat are the key contacts for confirming configuration details and validation steps.  
Both are expected to be unavailable due to a national holiday in India until Monday.  
Decision: Pause variable editing and pipeline triggering until direct alignment with them.

## 3. Decisions and Agreements

|  |  |  |  |
| --- | --- | --- | --- |
| # | Topic | Decision / Agreement | Responsible |
| 1 | Repository Management | Fork Experian repo under Automotive Platform organization. | Rodrigo |
| 2 | Jenkins Pipeline | Use Experian’s Jenkins job template; no new pipeline creation. | Team |
| 3 | Module Use | Avoid using EITS modules due to performance impact. | DevOps Team |
| 4 | Runbook Execution | Follow Experian’s migration runbook sequentially. | Rodrigo / DevOps |
| 5 | AD Domain User Step | Postpone configuration until confirmation from Powan or Barat. | Rodrigo |
| 6 | Variable Updates | Wait for clarification before editing any Terraform var files. | Team |
| 7 | Next Checkpoint | Resume technical work after coordination with key contacts. | All Members |

## 4. Action Items

|  |  |  |  |
| --- | --- | --- | --- |
| Action | Owner | Due Date | Status |
| Share forked repo link with team and validate Jenkins file access. | Rodrigo | Oct 3, 2025 | Pending |
| Review and confirm AWS subnet and AD user configuration details with Powan or Barat. | Rodrigo | Oct 6, 2025 | Pending |
| Continue reviewing Terraform runbook and familiarize with all migration steps. | Team | Oct 3–6, 2025 | In Progress |
| Schedule follow-up meeting with Powan/Barat to validate Terraform variables and pipeline triggering steps. | Rodrigo | Oct 7, 2025 | Planned |

## 5. Next Steps

Short-Term:

- Await feedback from Powan or Barat to validate required Terraform variables and AD configuration.  
- Ensure repository permissions and Jenkins integration are fully functional.

Long-Term:

- Proceed with Terraform job execution via Jenkins once all variables are validated.  
- Perform full migration run and validate post-migration state.

## 6. Meeting Closure

Meeting adjourned at: 4:20 PM CST

Next meeting: Monday, October 6, 2025 – follow-up with Powan and Barat.

Prepared by: Rodrigo Solano

Reviewed by: James / May