

## Office365 Advisory and Implementation Work Group

Meeting #2 Governing Council Boardroom

Tuesday, September 19, 2017

# Agenda

*Chair:* V. Vokas

*Attendees:*

### 1) Review Terms of Reference

### 2) Update on Implementation

- a) Known Issues
- b) Timeline for Implementation

### 3) Review Sub-groups

- 1) Creation of a Log to Track Issues for Sub-Groups to Address:
  - a) Global address list policy and implementation
  - b) Records retention and OneDrive
  - c) Governance of Teams and Groups
  - d) Permissions Management
  - e) O365 Admin Panel
  - f) Spam and Filtering – Whitelisting in O365
  - g) Support Model Pre and Post Implementation

### 4) Meeting Schedule