

**MTU System Administration Council
Calendar Evaluation Ad-hoc Subcommittee
Summary Report**

19 Mar 2003

Introduction

The Calendar Evaluation Ad-hoc Subcommittee of the System Administration Council was formed in November 2002 to accomplish the following:

- Define existing problems with MTU's current calendaring system.
- Evaluate other calendaring software, seeking input from the System Administration Council, outside sources, and the MTU community as necessary.

The formation of the committee was driven by the perceived shortcomings of the current campus-standard calendaring software, Meeting Maker version 7, by members of the Council and various other technical support staff.

Survey

To accomplish the first of our goals, we wrote a short survey to be distributed by email to a cross-section of campus calendaring software users, which at this time is primarily faculty and staff. The survey included four questions:

1. What calendar software do you use?
2. What do you like about it?
3. What don't you like about it?
4. What features would you like that it doesn't have?

A total of 43 responses were collected over a period of two weeks. The respondents consisted of faculty as well as staff in academic and administrative departments. The survey responses, with names and email addresses removed, are included at the end of this document.

To better identify prevailing trends in the survey responses, we categorized the answers to each question.

1. What calendar software do you use?

Meeting Maker	35
Other	6
None	2

The majority of respondents use Meeting Maker, with a small number using other packages such as Outlook, or PDA-based calendars.

2. What do you like about it?

PDA synchronization	3
Most people use it, campus standard (Meeting Maker)	8
Easy to use, intuitive	10
Other	16
No response	6

This question was intended to identify which features are important to calendar users, regardless of the software package used. Comments were predominantly positive; those not responding were users of other or no calendaring software. The responses to this question should be considered when evaluating

requirements for standard calendaring software.

3. *What don't you like about it?*

Reminder/notification problems	8
PDA synchronization problems	1
Email integration problems	2
Other	16
Nothing	6
No response	10

The dislikes given for this question were varied, but were generally minor problems. Most users did not seem to experience the operational problems identified earlier by members of the Council.

4. *What features would you like that it doesn't have?*

Responses to this question were not tabulated, since most respondents did not identify any features. Some repeated comments from the previous question; others identified features that are currently present in Meeting Maker, or will be present in the next version.

One of the failings of the survey is that it was interpreted by some as part of a movement to “get rid of Meeting Maker,” which was not our charge or intention. This misunderstanding led to a few defensively-worded responses, which were not as useful for drawing conclusions. In retrospect, we should have included a better explanation of our intentions with the survey.

Recommendations

The committee recommends that the campus continue to use Meeting Maker as the standard calendaring software. Most users are satisfied with Meeting Maker or are indifferent toward the choice of campus-standard calendaring software. In view of the potential benefits of the upcoming Meeting Maker server consolidation and upgrade to version 8, we think a “wait and see” approach is best at this time.

Because of this conclusion, we did not continue with the second part of our charge—evaluating other calendaring software. In the event that Meeting Maker is longer adequate for campus calendaring, we suggest that the following products be considered: CrossWind Synchronize, Open Text OnTime, Oracle Calendar, and Sun ONE Calendar Server.

Calendar Evaluation Ad-hoc Subcommittee

- Joshua Myles, chair
- James Bialas
- Kent Fraizer
- Pat Krogel
- Mike Pionke
- Dave Torrey

Survey Responses

Date: Sat, 16 Nov 2002 12:56:33 -0500
From:
To: Joshua Myles <jamyles@mtu.edu>
Cc:
Subject: Re:Calendar software survey

Josh - Here are the beginnings of my responses. I've asked a couple people who live via meeting maker to respond.

>>> 1. What calendar software do you use?

>
>

>1. Meeting Maker
>2. Meeting Maker
>3. Meeting Maker

4. Meeting Maker

>>> 2. What do you like about it?

>

>1. It talks to my Palm
>2. Easy to Use
>3. It can be read by others who need to know my schedule.
4. Easy to use - can create meetings and invite people and get a time that is open

>>> 3. What don't you like about it?

>
>

>1. It's a little quirky. I've never been able to get the web version to >work from home.
>2. It has a very poor ability to notify and remind me of upcoming events.
>3. Nothing that I dislike
4. Notification is quite and doesn't get my attention

>>> 4. What features would you like that it doesn't have?

>

>1. I'd like a wireless connection between MM and my Palm.
>2. the outlook calendar which I used elsewhere was better able to do >this(alerting me), popping up on the screen as well as making a noise to >let me know of upcoming events. Also liked that I only had to open 1 >program (oulook) now I open 2.
>3. Can't think of any
4. None that I can think of

Date: Mon, 18 Nov 2002 08:20:54 -0500
From:
To: jamyles@mtu.edu
Subject: Calendar Survey

1. What calendar software do you use?
None. Working part time and have minimal meetings. Curious about what's available though.

2. What do you like about it?

N/A

3. What don't you like about it?

N/A

4. What features would you like that it doesn't have?

N/A

Date: Mon, 18 Nov 2002 08:28:28 -0500 (EST)

From:

To: Joshua Myles <jamyles@mtu.edu>

Subject: Re: Calendar software survey

On Thu, 14 Nov 2002, Joshua Myles wrote:

> Hi,

>

> The Calendar Evaluation Ad-hoc Subcommittee is gathering information about
> the use of Meeting Maker and other calendar software on campus. Please
> answer these questions for yourself, and also pass the questions on to
> several of your users who you think would be representative of your
> department(s).

>

> 1. What calendar software do you use?

Meeting Maker

>

> 2. What do you like about it?

The handiest feature is the auto-pick.

>

> 3. What don't you like about it?

Besides the current problem involving myself being listed twice
in the list of users (hopefully this gets resolved).

1) The upgrade process. The company continues to change the database
in upgrades which increases the process and potential for problems.
I have yet to see an upgrade where there weren't at least one strange
or disturbing problem.

2) Lacks flexibility regarding notification and auto-accept proposals.
I'll explain in #4.

> 4. What features would you like that it doesn't have?

1) Notification

a) I would like to pick-n-choose which events send me a page. Currently
it is all or nothing.

b) People are asking for multiple reminders. People want to be able
to set a reminder the day before a meeting so they can be sure to
be prepared and then another reminder 30 minutes prior. Currently
you can set a single reminder time.

2) Auto accept proposals

Want more flexibility in setting this up. If 'auto-accept' is selected then any time that is available is considered usable by another party proposing a meeting. Want to be able to do configure the following:

- a) Set a maximum time per day for meetings/events. Lets say I set the max to 4 hours, and lets say I have scheduled 4 hours worth of events for today. Then, when someone proposes a meeting their MM will tell them I cannot meet.
- b) Ability to set an end time for meetings. If my work hours are set for 8am-5pm then MM will use that time for checking meeting availability. Want to be able to configure so that no meetings can be scheduled by someone else beyond a certain time. I'd like to set it so that it shows me unavailable after 4:30pm even though I am here and may not have scheduled any events between 4:30 and 5pm.

> Please send the answers to jamyles@mtu.edu by December 2. If you have any > questions, please contact any of the subcommittee members:

Josh, don't know if these explanations are clear enough; holler if I need to discuss in real time to clarify.

Thanks

Date: Fri, 15 Nov 2002 14:31:36 -0500
From:
To: Joshua Myles <jamyles@mtu.edu>
Subject: Re: Calendar software survey

> 1. What calendar software do you use?

Meeting Maker

> 2. What do you like about it?

I like that it has a Unix client. I like the handy meeting reminders. I like being able to view month, week or day. I like to print the two week on one page version to post on my door. I like the recurring meeting feature. I like having shared calendars. I like being able to color code things. I like that that it is universal at MTU, so I can schedule meetings with people in other depts as well as my own.

> 3. What don't you like about it?

Nothing.

> 4. What features would you like that it doesn't have?

Would like to see or print to-do items in same view as appointments. Synchronize, a calender system we evaluated years ago, had this feature but didn't have a Mac client. However, I have seen screen shots of next release of Meeting Maker, due out in December, and it will have this feature.

Date: Mon, 18 Nov 2002 12:57:46 -0500
From:

To: jamyles@mtu.edu
Subject: Re: Calendaring software (MM) survey

Hello,

At 12:53 PM 11/18/02, you wrote:

>Hello,
>"The Calendar Evaluation Ad-hoc Subcommittee is gathering information about
>the use of Meeting Maker and other calendar software on campus.

>
>1. What calendar software do you use?

MM

>2. What do you like about it?

Works okay.

>3. What don't you like about it?

Not much control over display, e.g. would like to show only certain hours
of day (7-7) not all 24 hours.

Needing a list of servers on the client is stupid; of course having a
million servers on-campus is stupid.

>4. What features would you like that it doesn't have?"

Don't know.

Date: Mon, 18 Nov 2002 14:35:34 -0500
From:
To: jamyles@mtu.edu
Subject: Fwd: Re: Calendaring software (MM) survey

>X-Sender:
>X-Mailer: QUALCOMM Windows Eudora Version 5.1
>Date: Mon, 18 Nov 2002 14:32:50 -0500
>To:
>From:
>Subject: Re: Calendaring software (MM) survey
>
>At 12:53 PM 11/18/2002 -0500, you wrote:
>>Hello,
>>
>>There is a movement on campus to change our calendaring software from
>>MeetingMaker to some other product. I received a short survey about this
>>and was asked to pass it on. If you have the time, please give your
>>thoughts and return the results to me.
>>
>>"The Calendar Evaluation Ad-hoc Subcommittee is gathering information about
>>the use of Meeting Maker and other calendar software on campus.
>>
>>1. What calendar software do you use?
>>Meeting Maker
>>2. What do you like about it?
>>Easy to use and to change.
>>3. What don't you like about it?
>>can't think of anything right now
>>4. What features would you like that it doesn't have?"
>>?

>

Date: Mon, 18 Nov 2002 14:44:55 -0500
From:
To: jamyles@mtu.edu
Subject: Re: Calendar software survey

1. What calendar software do you use?
Meeting Maker

2. What do you like about it?

-Sync with Palm Pilot
-Schedules locations, resources, equipment, and staff (My units needs to track many rooms, equipment, vacations, vehicles, etc)
-Proxy calendars
-Print calendar in many formats
-Works great on Mac OS

3. What don't you like about it?

One challenge is that some MTU folks don't use it even if they are listed are users.

4. What features would you like that it doesn't have?

and - I am asked to pass this on to several users to answer.
I thought you might both be suitable because you use it enough to have opinions. You can respond to me or to jamyles@mtu.edu directly if you want. This ad-hoc committee is trying to determine if Meeting Maker is succeeding for the campus or if alternatives should be investigated.
Thanks for any input.

From: Joshua Myles <jamyles@mtu.edu>

Hi,

The Calendar Evaluation Ad-hoc Subcommittee is gathering information about the use of Meeting Maker and other calendar software on campus. Please answer these questions for yourself, and also pass the questions on to several of your users who you think would be representative of your department(s).

1. What calendar software do you use?

2. What do you like about it?

3. What don't you like about it?

4. What features would you like that it doesn't have?

Please send the answers to jamyles@mtu.edu by December 2.

Date: Mon, 18 Nov 2002 14:31:40 -0500
From:
To: jamyles@mtu.edu
Subject: Fwd: Re: Calendaring software (MM) survey

>X-Sender:
>X-Mailer: QUALCOMM Windows Eudora Version 5.1
>Date: Mon, 18 Nov 2002 13:27:22 -0500
>To:
>From:
>Subject: Re: Calendaring software (MM) survey
>
>My answers below
>
>
>
>At 12:53 PM 11/18/2002 -0500, you wrote:
>>Hello,
>>
>>There is a movement on campus to change our calendaring software from
>>MeetingMaker to some other product. I received a short survey about this
>>and was asked to pass it on. If you have the time, please give your
>>thoughts and return the results to me.
>>
>>"The Calendar Evaluation Ad-hoc Subcommittee is gathering information about
>>the use of Meeting Maker and other calendar software on campus.
>>
>>1. What calendar software do you use?
>
>Meeting Maker
>
>
>>2. What do you like about it?
>
>Easy to use.
>
>
>>3. What don't you like about it?
>
>There is nothing that I don't like about MM....it works great.
>
>
>>4. What features would you like that it doesn't have?"
>
>I am very happy with the features it has. I don't see any need for a change.
>

Date: Mon, 18 Nov 2002 15:59:24 -0500
From:
To: jamyles@mtu.edu
Subject: Fwd: Re: Calendaring software (MM) survey

From a professor:

```
>>"The Calendar Evaluation Ad-hoc Subcommittee is gathering information about
>>the use of Meeting Maker and other calendar software on campus.
>>
>>1. What calendar software do you use?
>
>
>MM
>
>
>>2. What do you like about it?
>
>
>Seems to work for me.
>
>
>>3. What don't you like about it?
>
>
>I'd like to be able to get at and alter my calendar from the web from any
>computer.
>
>
>>4. What features would you like that it doesn't have?"
>
>
>Not able to compare to other products.
```

Date: Mon, 18 Nov 2002 16:22:01 -0500
From:
To: jamyles@mtu.edu
Subject: Fwd: Re: Calendaring software (MM) survey

Hello,

I only have 18 MM users in case you were wondering how many more of these
you will receive...

```
>X-Sender:
>X-Mailer: QUALCOMM Windows Eudora Version 5.1
>Date: Mon, 18 Nov 2002 16:23:38 -0500
>To:
>From:
>Subject: Re: Calendaring software (MM) survey
>
>
>
>>1. What calendar software do you use?
>>Meeting Maker
>
>>2. What do you like about it?
>>Meeting Maker allows me to keep track of meetings and other important
>>dates necessary for my job. I can look at daily versus monthly
>>calendars, note different types of activities, let other people have
>>access to my calendar with write or non-write ability, and let's me know
```

>>at a certain time interval when meetings are to occur.
>
>>3. What don't you like about it?
>Nothing yet...
>
>
>>4. What features would you like that it doesn't have?"
>>Nothing yet....
>

Date: Tue, 19 Nov 2002 08:57:25 -0500
From:
To: jamyles@mtu.edu
Subject: Re: Calendar software survey

Josh;

Following is your questionnaire with my answers in blue:

At 03:55 PM 11/15/02 -0500, you wrote:

>The Calendar Evaluation Ad-hoc Subcommittee is gathering information
>about
>the use of Meeting Maker and other calendar software on campus. Please
>answer these questions for yourself, and also pass the questions on to
>several of your users who you think would be representative of your
>department(s).
>
> 1. What calendar software do you use? Meeting maker
>
> 2. What do you like about it? It seems to work - minimal glitches
>
> 3. What don't you like about it? Nothing
>
> 4. What features would you like that it doesn't have? None - my
>biggest gripe about the software here on campus is that whenever we get
>something that works and that the users finally get accustomed to, then
>we "upgrade" it. With the end result being more work and more glitches
>for the users. There should be a policy of never upgrading software
>unless a user's group finds a compelling need for the "upgrade". Its
>like we are creating job security for the software folks here on campus
>at the expense of the rest of us.

jamyles@mtu.edu

Date: Tue, 19 Nov 2002 11:39:56 -0500
From:
To: jamyles@mtu.edu
Subject: RE: Calendar software survey

[The following text is in the "utf-8" character set.]
[Your display is set for the "iso-8859-1" character set.]
[Some characters may be displayed incorrectly.]

The Calendar Evaluation Ad-hoc Subcommittee is gathering information about the use of Meeting Maker and other calendar software on campus. Please answer these questions for yourself, and also pass the questions on to several of your users who you think would be

representative of your department(s).

1. What calendar software do you use?

Combination of Palm calendaring and MS Outlook. Currently have a Palm m100 that I use to manage calendar items. I use the HotSync function to synchronize data to Microsoft Outlook at my desktop. I have to admit, however, that I don't tend to use the calendar function of MS Outlook as much as I rely on the calendar function of my Palm.

2. What do you like about it?

My Palm is portable and allows me to check, update and delete events at any time --- not just when I'm at a computer. The Van Pelt library offers web access to MS Outlook, so I can access my calendar, mail and contacts from any internet-accessible computer (this is very handy when I'm on the road, whether from my laptop or from a public terminal). Although each is a little different than the other, both have most of the expected bells and whistles of an electronic calendar. I particularly like that it allows me to schedule regular repeating meetings and set alarms minutes, hours, days or even weeks in advance of events.

I should note that I have very little need to schedule meetings with other MTU employees and have no interest in seeing other people's calendars. I have not used Meeting Maker for this reason -- in fact, I had to go in and basically block out my MM calendar so that other people weren't mistakenly scheduling meetings with me.

3. What don't you like about it?

Sometimes the sync function duplicates events. I think this is probably operator error -- I've likely deleted an event, but said to keep a copy on the hard drive. Web version of MS Outlook is useable, but pretty clunky on a modem connection.

4. What features would you like that it doesn't have?

Better connectivity over the web. More interactivity between web, desktop and portable tools.

Date: Tue, 19 Nov 2002 16:40:09 -0500 (EST)
From:
To: jamyles@mtu.edu
Cc:
Subject: Re: Calendar software survey

>
> You can forward your response directly to Josh Myles or you can send it
> to me.
>
> Thanks
>
>
> ----- Forwarded message -----
> Date: Thu, 14 Nov 2002 16:56:31 -0500 (EST)
> From: Joshua Myles <jamyles@mtu.edu>
> Subject: Calendar software survey
>
> The Calendar Evaluation Ad-hoc Subcommittee is gathering information about
> the use of Meeting Maker and other calendar software on campus. Please
> answer these questions for yourself.
>
> 1. What calendar software do you use?
> meeting maker
> 2. What do you like about it?
> very user friendly, like the features. I am still learning.
> 3. What don't you like about it?

> It freezes on me sometimes. I have to kill and start again. Also lately some of the data I had on mine was not showing to secretaries who has read/write access. I had to close and reopen to prevent that. That is scary.

> 4. What features would you like that it doesn't have?

> Nothing at this time.

> Please send the answers to jamyles@mtu.edu by December 2.

>
>

Date: Tue, 19 Nov 2002 17:07:06 -0500
From:
To: jamyles@mtu.edu
Subject: Re: Calendar software survey

>
>

>The Calendar Evaluation Ad-hoc Subcommittee is gathering information about the use of Meeting Maker and other calendar software on campus. Please answer these questions for yourself.

>

> 1. What calendar software do you use?

I use a Palm pilot. I don't really do anything with the Palm software on my PC, however.

I use meetingmaker to reserve conference rooms.

> 2. What do you like about it?

Meetingmaker does an adequate job for reserving rooms.

> 3. What don't you like about it?

I don't use anything enough to have any dislikes.

> 4. What features would you like that it doesn't have?

>

>Please send the answers to jamyles@mtu.edu by December 2.

Date: Tue, 19 Nov 2002 20:38:09 -0500 (EST)
From:
To: Joshua Myles <jamyles@mtu.edu>
Subject: Re: Calendar software survey (fwd)

----- Forwarded message -----

Date: Tue, 19 Nov 2002 19:32:26 -0500

From:

To:

Subject: Re: Calendar software survey

-

My comments are embedded below. They are mainly a cut-and-paste of what I sent you earlier.

On Tuesday, November 19, 2002, at 04:29 PM, wrote:

> I sent a note on November 8, 2002 letting everyone know that the MTU
> System Administration Council would be evaluating meetingmaker as MTU's
> default calendaring software. A sub-committee has been formed and has
> an
> official charge. The survey below has been put together by that
> sub-committee.

>
> Please take a moment to fill out this very short survey. Your input
> will
> enable the Calendar Evaluation Ad-hoc Subcommittee to make good solid
> recommendations based on those who use calendaring software.

>
> You can forward your response directly to Josh Myles or you can send it
> to me.

> Thanks

> ----- Forwarded message -----

> Date: Thu, 14 Nov 2002 16:56:31 -0500 (EST)

> From: Joshua Myles <jamyles@mtu.edu>

> Subject: Calendar software survey

>
> The Calendar Evaluation Ad-hoc Subcommittee is gathering information
> about
> the use of Meeting Maker and other calendar software on campus. Please
> answer these questions for yourself.

> 1. What calendar software do you use?
Meeting Maker

> 2. What do you like about it?

-Nice interface

-Flexible to schedule timed, repeating events

-Integrates to-dos, address book and calendar

-Proxys!

-Group schedules/master schedules

-Ability to publish on a web page (I don't use this, but I think it's cool)

-Integration with Palm device

-Inviting people/groups to events - much easier than calling up and scheduling meetings if people really use mm

> 3. What don't you like about it?

-When I invite a colleague to an evening function, it always says he is busy. I recently found out from you that it is because it only looks at business hours as being free.

-It doesn't integrate well with an e-mail program. I would love it if I could just have ONE address book. When you click on the MAPI button next to an e-mail address in the MM address book, it allows you to pick the address from your Eudora address book, but it doesn't really link the two. I really wish there was a button on each contact that would allow you to launch your e-mail program (like a mailto:" hyperlink) OK, just cancel that comment. I just found the e-mail button. Gosh,

the things you find if you just look! At least, it's on the mac!

-The address book is fairly limited but has gotten better. For example, I know colleagues at work that I would like to maintain home and office address for in the same contact. I can't. I would also like the ability to sort and search for addresses - in particular to make address labels. I can export all of the records, but then I just get a giant spreadsheet. It's not a whole lot of help.

-I don't like that there are twelve different servers on campus. I need to know the name of all the servers on campus in order to invite someone from Humanities to lunch. This doesn't help our ability to do inter-disciplinary activities.

> 4. What features would you like that it doesn't have?

Some of these aren't features, but here goes..

-I would like graduate students to have accounts

-I would like one central server

-I would like easier scheduling of things like birthdays - you cannot schedule a repeating banner in mm

-Better printing of schedules, address labels - I used to be able to pick a "daytimer" format and print and put in a binder. It's sort of useless now because I have a palm, but I still occasionally need to print my schedule and it seems fairly limited

-I would like more people to really use it!!

>

> Please send the answers to jamyles@mtu.edu by December 2.

>

>

Date: Wed, 20 Nov 2002 09:33:09 -0500

From:

To: jamyles@mtu.edu

Subject: Re: Calendar software survey

>

>The Calendar Evaluation Ad-hoc Subcommittee is gathering information about
>the use of Meeting Maker and other calendar software on campus. Please
>answer these questions for yourself.

>

> 1. What calendar software do you use?

Meeting Maker

> 2. What do you like about it?

Most people on campus are using it. It has a desktop client which I use on my office PC and web access when I am out of the office/

> 3. What don't you like about it?

Never figured out how to create to-do lists or use a couple other features of the desktop client. Not sure where to get quick training and haven't invested extra time into reading the help topics. This isn't a software fault or limitation.

Only a couple people in our department use it, so I still waste quite a bit of time setting up meetings. (Those who chose not to use it have stated publicly that no one can tell them what software to use!)

> 4. What features would you like that it doesn't have?

I'd just like to be able to attend a short training session on how to use more of the features of MM.

>Please send the answers to jamyles@mtu.edu by December 2.

Date: Wed, 20 Nov 2002 11:11:54 -0500
From:
To: Joshua Myles <jamyles@mtu.edu>
Subject: [Fwd: Re: Calendar software survey]

----- Original Message -----
Subject: Re: Calendar software survey
Date: Wed, 20 Nov 2002 11:06:10 -0500
From:
Organization:
To:
References: <3DD91825.D348EC17@mtu.edu>

, here are my responses:

wrote:

Hello,

The Systems Administration Council's Calendar Evaluation Ad-hoc Subcommittee is gathering information about the use of Meeting Maker and other calendar software on campus. We are not trying to poll everyone, but if there is someone else in that you think should be included, let me know.

Please answer the following questions:

1. What calendar software do you use? MeetingMaker
2. What do you like about it? in particular, the auto-pick feature, which allows me to coordinate meetings with multiple users.
3. What don't you like about it? it's too easy to accidentally move (i.e., use the scroll button but grab a meeting instead) or delete a meeting and then have no way of knowing what was deleted. there should be a dialogue box that prompts the user when ANY meeting is moved or deleted.
4. What features would you like that it doesn't have? see

above

Date: Wed, 20 Nov 2002 11:34:51 -0500 (EST)
From:
To: jamyles@mtu.edu
Subject: Re: Calendar software survey

- >
-> 1. What calendar software do you use?
Meeting Maker
- >
-> 2. What do you like about it?
It schedules meetings across departments and campus.
It also handles resources very well.
- >
-> 3. What don't you like about it?
I do not like the upgrade paths...
I do not like that it is not integrated with email,
for instance, you receive a date in email and can not
drag that into your calendar...
Reminders could be better.
- >
-> 4. What features would you like that it doesn't have?
I would like it to be somewhat integrated with email,
for instance, you receive a date in email and can not
drag that into your calendar...

Date: Wed, 20 Nov 2002 11:43:49 -0500
From:
To: jamyles@mtu.edu

The Calendar Evaluation Ad-hoc Subcommittee is gathering information about the use of Meeting Maker and other calendar software on campus. Please answer these questions for yourself, and also pass the questions on to several of your users who you think would be representative of your department(s).

1. What calendar software do you use?

Meetingmaker for the department's scheduling of computing resources & meeting rooms
Palm Desktop for my own schedule & synching with Palm III PDA

2. What do you like about it?

MM: ability to maintain calendar on server and look at with network connection
Palm: ability to synch between Windows & Mac desktops, also carry on PDA; familiar with its operations

3. What don't you like about it?

MM: depends on network connection to work (if it is down or slow, this

is a negative); can only keep one calendar, so have to put both personal & work commitments on same calendar - which is then available for all to see

Palm: Installation & upgrades on Windows can be a bit tricky with administrator permissions, etc.

4. What features would you like that it doesn't have?

Both: ability to keep multiple calendars, then bring together to see overall conflicts but not publicly viewable

Please send the answers to jamyles@mtu.edu by December 2. If you have any questions, please contact any of the subcommittee members:

Date: Wed, 20 Nov 2002 11:56:15 -0500
From:
To: jamyles@mtu.edu
Subject: Re: Calendar software survey

At 11:28 AM 11/20/2002 -0500, you wrote:

>There is a committee on campus that is investigating the usage and
>feelings of the current campus calendaring system (meeting maker).
>This committee has circulated a very short survey that they have
>asked if the system administrators would pick a few people in their
>department to fill out and return to jamyles@mtu.edu by Dec 2.

>
>Thanks for being the ones....

>
>----- Begin Forwarded Message -----

>
>The Calendar Evaluation Ad-hoc Subcommittee is gathering information about
>the use of Meeting Maker and other calendar software on campus. Please
>answer these questions for yourself, and also pass the questions on to
>several of your users who you think would be representative of your
>department(s).

- >
> 1. What calendar software do you use? Currently Meetingmaker
>
> 2. What do you like about it? I find it easier to use then Outlook
>
> 3. What don't you like about it? Having the vast number of options
> makes the layout confusing.
>
> 4. What features would you like that it doesn't have? None at this time.

>
>Please send the answers to jamyles@mtu.edu by December 2. If you have any
>questions, please contact any of the subcommittee members:

>
>----- End Forwarded Message -----

>
>
>
>

Date: Wed, 20 Nov 2002 12:44:47 -0500 (EST)
From:
To: Joshua Myles <jamyles@mtu.edu>

Subject: Re: Calendar software survey (fwd)

----- Forwarded message -----
Date: Wed, 20 Nov 2002 10:32:16 -0500
From:
To:
Subject: Re: Calendar software survey

See my responses below. I philosophically do not like anyone dictating what software I should use. Whatever software your committee selects, I will still stay with Franklin Covey.

On 19 Nov 2002 at 16:29, wrote:

> I sent a note on November 8, 2002 letting everyone know that the MTU
> System Administration Council would be evaluating meetingmaker as MTU's
> default calendaring software. A sub-committee has been formed and has an
> official charge. The survey below has been put together by that
> sub-committee.

>
> Please take a moment to fill out this very short survey. Your input will
> enable the Calendar Evaluation Ad-hoc Subcommittee to make good solid
> recommendations based on those who use calendaring software.

>
> You can forward your response directly to Josh Myles or you can send it
> to me.

> Thanks

>
> ----- Forwarded message -----
> Date: Thu, 14 Nov 2002 16:56:31 -0500 (EST)
> From: Joshua Myles <jamyles@mtu.edu>
> Subject: Calendar software survey

>
> The Calendar Evaluation Ad-hoc Subcommittee is gathering information about
> the use of Meeting Maker and other calendar software on campus. Please
> answer these questions for yourself.

- > 1. What calendar software do you use? Franklin Covey
>
> 2. What do you like about it? It interfaces with my PalmPilot
>
> 3. What don't you like about it? Nothing
>
> 4. What features would you like that it doesn't have? It has more features than I need.

> Please send the answers to jamyles@mtu.edu by December 2.

Date: Wed, 20 Nov 2002 12:57:52 -0500
From:
To: jamyles@mtu.edu
Cc:
Subject: Fw: Calendar software survey

Sent: Wednesday, November 20, 2002 11:28 AM
Subject: Calendar software survey

> There is a committee on campus that is investigating the usage and
> feelings of the current campus calendaring system (meeting maker).
> This committee has circulated a very short survey that they have
> asked if the system administrators would pick a few people in their
> department to fill out and return to jamyles@mtu.edu by Dec 2.
>
> Thanks for being the ones....

> ----- Begin Forwarded Message -----

> The Calendar Evaluation Ad-hoc Subcommittee is gathering information about
> the use of Meeting Maker and other calendar software on campus. Please
> answer these questions for yourself, and also pass the questions on to
> several of your users who you think would be representative of your
> department(s).

> 1. What calendar software do you use?

I use the calendar software on my Palm because that's where I keep my
calendar.

> 2. What do you like about it?

I always have it with me, don't have to turn on the computer to have my
calendar, and can make changes easily. I like the features of looking at a
day or a month at a time, and integrating it with my to do list.

> 3. What don't you like about it?

It doesn't synch with Meeting Maker, which the campus uses, and since I am
on a Sun station not a PC, the SBE has not yet figured out how I can use
Meeting Maker on my Palm and synch it with Meeting Maker at work without me
going through a major hassle to do so (ie do it home, not at the office--I
don't want to spend a half hour a day turning on my home computer and
downloading my calendar over the phone lines.) If Tech wants me to use
Meeting Maker, they should figure out how I can do this at work.

> 4. What features would you like that it doesn't have?

I wish it synched with Meeting Maker, so I wouldn't have to change calendar
programs.

> Please send the answers to jamyles@mtu.edu by December 2. If you have any
> questions, please contact any of the subcommittee members:

> ----- End Forwarded Message -----

Date: Wed, 20 Nov 2002 13:50:06 -0500
From:
To: jamyles@mtu.edu

Subject: Fw: Calendar software survey

> ----- Begin Forwarded Message -----
>
> The Calendar Evaluation Ad-hoc Subcommittee is gathering information about
> the use of Meeting Maker and other calendar software on campus. Please
> answer these questions for yourself, and also pass the questions on to
> several of your users who you think would be representative of your
> department(s).
>
> 1. What calendar software do you use?
> Meeting Maker
> 2. What do you like about it?
> Ability to make changes.
> 3. What don't you like about it?
> It is cumbersome to use.
> 4. What features would you like that it doesn't have?
> I like all the features that Microsoft Outlook has.
> Please send the answers to jamyles@mtu.edu by December 2. If you have any
> questions, please contact any of the subcommittee members:
>
> ----- End Forwarded Message -----
>
>
>
>

Date: Wed, 20 Nov 2002 14:58:06 -0500
From:
To: jamyles@mtu.edu
Subject: RESPONSE - Calendar software survey (fwd)

>
>Hi,
>
>The Calendar Evaluation Ad-hoc Subcommittee is gathering information about
>the use of Meeting Maker and other calendar software on campus. Please
>answer these questions for yourself, and also pass the questions on to
>several of your users who you think would be representative of your
>department(s).
>
> 1. What calendar software do you use? MEETINGMAKER
>
> 2. What do you like about it? JUST ABOUT EVERYTHING
>
> 3. What don't you like about it? HAVE NOT DISCOVERED ANYTHING I
>DON'T LIKE. Every feature, at least the ones that I'm aware of,
>seems to be satisfactory. It would be nice if the banner area
>character wrapped to a larger line so you would not have to go into
>the banner to read the whole thing, but this isn't a big deal.
>
> 4. What features would you like that it doesn't have?
>Unfortunately, we are not currently using the program to its full
>capacity (i.e., most faculty & staff refuse to use electronic
>calendars and therefore we can't use it to set up common meeting
>times, etc.). I realize this is a separate issue and in no way
>relates to the program itself. However, contrary to what some
>people believe, it really is impossible to force people into using
>it. I am open to suggestions on how to "encourage" individuals to
>use it (a glitzy demo perhaps?, or group training on HOW to use it,
>emphasizing its simplicity and efficiency??).
>

>Please send the answers to jamyles@mtu.edu by December 2. If you have any
>questions, please contact any of the subcommittee members:

>
> Josh Myles (chair), jamyles@mtu.edu
> James Bialas, jpbialas@mtu.edu
> Kent Frazier, klfrazie@mtu.edu
> Pat Krogel, pekrogel@mtu.edu
> Mike Pionke, mjpionke@mtu.edu
> Dave Torrey, tj@mtu.edu

>
>Thanks,
>
>Josh

Date: Wed, 20 Nov 2002 15:06:06 -0500
From:
To: jamyles@mtu.edu
Subject: Fwd: Calendar software survey (fwd)

Please see answers to the survey below:

Date: Thu, 14 Nov 2002 16:56:31 -0500 (EST)
From: Joshua Myles <jamyles@mtu.edu>
To: mtusysadm@mtu.edu
Subject: Calendar software survey

Hi,

The Calendar Evaluation Ad-hoc Subcommittee is gathering information about the use of Meeting Maker and other calendar software on campus. Please answer these questions for yourself, and also pass the questions on to several of your users who you think would be representative of your department(s).

1. What calendar software do you use?

Meeting maker

2. What do you like about it?

It is very easy to use and makes scheduling and maintaining calendars easy.

3. What don't you like about it?

4. What features would you like that it doesn't have?

It would be nice to be able to add a banner to multiple calendars at the same time. Quite often we are typing in the same banner on 5-10 calendars individually. Unless there is a way to do this, that we aren't aware of. Using the

The split overlap items seems to be selected as the default whenever our system goes down or something on the computer is upgraded/updated. It would be nice if this was not the case to avoid having to go into

everyone's calendar that you have access to and change it individually. I haven't come across anyone who finds the split overlap feature necessary.

It would be helpful if there was a way to set the MM calendar preferences once so that everything calendar that someone views would look the same (font size, etc).

Overall, I don't have any major complaints it is much better than any paper system. MM is the only calendar software that I have used, so I don't have anything to compare it to.

Please send the answers to jamyles@mtu.edu by December 2. If you have any questions, please contact any of the subcommittee members:

Josh Myles (chair), jamyles@mtu.edu
James Bialas, jpbialas@mtu.edu
Kent Frazier, klfrazie@mtu.edu
Pat Krogel, pekrogel@mtu.edu
Mike Pionke, mjpionke@mtu.edu
Dave Torrey, tj@mtu.edu

Thanks,

Josh

Date: Wed, 20 Nov 2002 17:39:53 -0500
From:
To: jamyles@mtu.edu
Subject: Calendar software survey

There is a committee on campus that is investigating the usage and feelings of the current campus calendaring system (meeting maker). This committee has circulated a very short survey that they have asked if the system administrators would pick a few people in their department to fill out and return to jamyles@mtu.edu by Dec 2.

Thanks for being the ones....

----- Begin Forwarded Message -----

The Calendar Evaluation Ad-hoc Subcommittee is gathering information about the use of Meeting Maker and other calendar software on campus. Please answer these questions for yourself, and also pass the questions on to several of your users who you think would be representative of your department(s).

1. What calendar software do you use?
Meetingmaker

2. What do you like about it?
Not much, but I have become accustomed to it and many people on campus use it regularly.

3. What don't you like about it?
I have never liked the user interface.

4. What features would you like that it doesn't have?

Better e-mail integration.

Please send the answers to jamyles@mtu.edu by December 2. If you have any questions, please contact any of the subcommittee members:

----- End Forwarded Message -----

Date: Fri, 22 Nov 2002 11:18:07 -0500
From:
To: jamyles@mtu.edu
Subject: Fwd: Calendar software survey

Date: Wed, 20 Nov 2002 11:28:38 -0500 (EST)
From:
Reply-To:
Subject: Calendar software survey
To:
Cc:
X-Mailer: dtmail 1.3.0 @(#)CDE Version 1.4.2 SunOS 5.8 sun4u
sparc

There is a committee on campus that is investigating the usage and feelings of the current campus calendaring system (meeting maker). This committee has circulated a very short survey that they have asked if the system administrators would pick a few people in their department to fill out and return to jamyles@mtu.edu by Dec 2.

Thanks for being the ones....

----- Begin Forwarded Message -----

The Calendar Evaluation Ad-hoc Subcommittee is gathering information about the use of Meeting Maker and other calendar software on campus. Please answer these questions for yourself, and also pass the questions on to several of your users who you think would be representative of your department(s).

1. What calendar software do you use? meetingmaker

2. What do you like about it? I find it flexible enough for my general purposes, but wish it were more intuitive and that everyone used it. It's difficult to propose meetings if a major portion of the audience are not users.

3. What don't you like about it?
I would like to be able to quickly glance at all users blocked time before I propose meeting times. But again viewing isn't too helpful if the users are using it!

4. What features would you like that it doesn't have?

I am not familiar with all available features on other programs so cannot fairly answer this one.

Please send the answers to jamyles@mtu.edu by December 2. If you have any questions, please contact any of the subcommittee members:

----- End Forwarded Message -----

Date: Fri, 22 Nov 2002 11:47:51 -0500
From:
To:
Cc: jamyles@mtu.edu
Subject: Re: Calendar software survey

At 04:29 PM 11/19/02 -0500, you wrote:

>I sent a note on November 8, 2002 letting everyone know that the MTU
>System Administration Council would be evaluating meetingmaker as MTU's
>default calendaring software. A sub-committee has been formed and has an
>official charge. The survey below has been put together by that
>sub-committee.

>
>Please take a moment to fill out this very short survey. Your input will
>enable the Calendar Evaluation Ad-hoc Subcommittee to make good solid
>recommendations based on those who use calendaring software.

>
>You can forward your response directly to Josh Myles or you can send it
>to me.

>
>Thanks

>
>
>----- Forwarded message -----

>Date: Thu, 14 Nov 2002 16:56:31 -0500 (EST)
>From: Joshua Myles <jamyles@mtu.edu>
>Subject: Calendar software survey

>
>The Calendar Evaluation Ad-hoc Subcommittee is gathering information about
>the use of Meeting Maker and other calendar software on campus. Please
>answer these questions for yourself.

>
> 1. What calendar software do you use?

I am not currently using any calendar software

> 2. What do you like about it?

N/A

> 3. What don't you like about it?

N/A

> 4. What features would you like that it doesn't have?

N/A

>Please send the answers to jamyles@mtu.edu by December 2.

Date: Fri, 22 Nov 2002 12:30:20 -0500 (EST)
From:
To: Joshua Myles <jamyles@mtu.edu>
Subject: RE: Calendar software survey (fwd)

----- Forwarded message -----

Date: Fri, 22 Nov 2002 11:11:42 -0500
From:
To:
Subject: RE: Calendar software survey

1. Microsoft Outlook.
2. Having all "operational" info in one place, that is calendar, emails and contacts, in particular since if we all work on it, meeting requests can be made via email notifications automatically, emails can be called back, and meetings can be cancelled with automatically shoulding up on others' calendars and email notification. A natural for integration of email and meeting software.
3. Does not have auto-completion of email addresses when typing them in.
4. See 3

-----Original Message-----

From:
Sent: Tuesday, November 19, 2002 4:30 PM
To:
Subject: Calendar software survey

I sent a note on November 8, 2002 letting everyone know that the MTU System Administration Council would be evaluating meetingmaker as MTU's default calendaring software. A sub-committee has been formed and has an official charge. The survey below has been put together by that sub-committee.

Please take a moment to fill out this very short survey. Your input will enable the Calendar Evaluation Ad-hoc Subcommittee to make good solid recommendations based on those who use calendaring software.

You can forward your response directly to Josh Myles or you can send it to me.

Thanks

----- Forwarded message -----

Date: Thu, 14 Nov 2002 16:56:31 -0500 (EST)
From: Joshua Myles <jamyles@mtu.edu>
Subject: Calendar software survey

The Calendar Evaluation Ad-hoc Subcommittee is gathering information about the use of Meeting Maker and other calendar software on campus. Please answer these questions for yourself.

1. What calendar software do you use?
2. What do you like about it?
3. What don't you like about it?
4. What features would you like that it doesn't have?

Please send the answers to jamyles@mtu.edu by December 2.

Date: Mon, 25 Nov 2002 07:36:31 -0500 (EST)
From:
To: Joshua Myles <jamyles@mtu.edu>
Subject: Re: Calendar software survey

On Thu, 14 Nov 2002, Joshua Myles wrote:

> Hi,
>
> The Calendar Evaluation Ad-hoc Subcommittee is gathering information about
> the use of Meeting Maker and other calendar software on campus. Please
> answer these questions for yourself, and also pass the questions on to
> several of your users who you think would be representative of your
> department(s).
>
> 1. What calendar software do you use?

Meeting maker

>
> 2. What do you like about it?

data saved on server

>
> 3. What don't you like about it?

problems sync'ing with PDA. Version 7.1 is not supported under windows XP
They always seem to be behind the curve when it comes to sync'ing against
a PDA. Previous ver 6 also had conduit problems.

>
> 4. What features would you like that it doesn't have?
>
> Please send the answers to jamyles@mtu.edu by December 2. If you have any
> questions, please contact any of the subcommittee members:

>
> Josh Myles (chair), jamyles@mtu.edu
> James Bialas, jpbialas@mtu.edu
> Kent Frazier, klfrazie@mtu.edu
> Pat Krogel, pekrogel@mtu.edu
> Mike Pionke, mjpionke@mtu.edu
> Dave Torrey, tj@mtu.edu

> Thanks,

>
> Josh

>
>

>

Date: Mon, 25 Nov 2002 15:29:42 -0500
From:
To: Joshua Myles <jamyles@mtu.edu>
Subject: Calendar Survey

>X-Sender:
>X-Mailer: QUALCOMM Windows Eudora Version 5.2.0.9
>Date: Wed, 20 Nov 2002 13:29:14 -0500
>To:
>From:
>Subject: Re: Calendar

>

>

>>1. What calendar software do you use?
>I use Meeting Maker to keep track of my day to day meetings. I also use
>the Banner feature to display important days in our office, for example
>registration or finals week.
>We also create a paper calendar in our office that has different things
>processes and reports that are run on specific days. In the past, we used
>Calendar Creator to put this together. However, with the volume of items
>per day, I created a calendar template in Word for this project.
>>2. What do you like about it?
>Meeting Maker: I like the meeting proposal system and notification, the
>master schedule, the ability to proxy in different ways, the ability to
>schedule something on-going for various intervals. I like that you can
>color code items and the new split of two items that overlap and the
>personalization it allows.
>Calendar Creator: I liked that you could make a formatting change that
>>would take effect for all of the same items. I like the various output
>calendars. You can also make separate calendars and then merge them which
>is a really nice feature.
>>3. What don't you like about it?
>Meeting Maker: Sometimes the alert of an upcoming meeting doesn't work.
>Calendar Creator: It doesn't allow for manual manipulation of text within
>a calendar day. It prints overflow from the day on separate sheet of
>paper. Doesn't allow you to make it on-going into multiple years.
>>4. What features would you like that it doesn't have?
>None that I can think of.
>
>>5. How important / how often do use your calendar?
>I use my calendar everyday. It is an important tool for me.

Date: Mon, 25 Nov 2002 15:30:17 -0500
From:
To: joshua Myles <jamyles@mtu.edu>
Subject: Calendar Survey

>X-Sender:
>X-Mailer: QUALCOMM Windows Eudora Version 5.1.1
>Date: Wed, 20 Nov 2002 13:43:36 -0500
>To:
>From:
>Subject: Re: Calendar Software
>
>Kent --

>Here's what I found out from our staff ...
>
>>1. What calendar software do you use?
>
>MeetingMaker
>
>>2. What do you like about it?
>
>Auto select schedule feature.
>Color coding.
>It doesn't break all the time, pretty stable -- it works.
>
>>3. What don't you like about it?
>
>Can't move appointment from one person to another (drag-and-drop)
>Reminders don't always remind
>Proposals don't always pop-up, sometimes you have to look for them.
>Time constrained to :15 minute intervals
>It's a little sloooooow lto update
>
>>4. What features would you like that it doesn't have?
>
>Web based would be nice (because we have a mixed staff of office and field
>personnel). I can publish MeetingMaker as a web page, but it's not a web
>based application.
>
>>5. How important / how often do use your calendar?
>
>VERY IMPORTANT. We use it constantly, all day long.
>
>--

Date: Mon, 25 Nov 2002 15:31:20 -0500
From:
To: joshua Myles <jamyles@mtu.edu>
Subject: Calendar Survey

>Date: Mon, 18 Nov 2002 10:59:33 -0500
>Subject: Re:
>From:
>To:
>X-Mailer: Apple Mail (2.548)
>
>On Monday, November 18, 2002, at 09:38 AM, wrote:
>
>
>>
>>1. What calendar software do you use?
> Meeting Maker
>
>>2. What do you like about it?
> Cross platform, works good via a web browser, interfaces nicely
> with my Palm, prints out nice variations of your schedule.
>
>>3. What don't you like about it?
>
> New versions usually come with problems.
>
>>4. What features would you like that it doesn't have?
> Can't think of any off hand.
>

>>5. How important / how often do use your calendar?
>
> I use it daily, even for personal events.
>
>
>
>

Date: Mon, 25 Nov 2002 15:31:44 -0500
From:
To: joshua Myles <jamyles@mtu.edu>
Subject: Calendar Survey

>X-Sender:
>X-Mailer: QUALCOMM Windows Eudora Version 5.1
>Date: Mon, 18 Nov 2002 10:09:27 -0500
>To:
>From:
>Subject: Re:
>
>At 09:38 AM 11/18/2002, you wrote:
>>Hi,
>>
>>I am passing this survey on to a few our liaisons for feedback. If you
>>have in question please let me know.
>>
>>Snip->
>>
>>The Calendar Evaluation Ad-hoc Subcommittee is gathering information about
>>the use of Meeting Maker and other calendar software on campus. Please
>>answer these questions for yourself.
>>
>>
>>1. What calendar software do you use?
> Meeting Maker.
>
>>2. What do you like about it?
> It seems to do everything that I need from a calendar.
>
>>3. What don't you like about it?
> I am satisfied with it after the last upgrade, however, I don't
> believe the "play sound" notification works, and the fact that all
> the notices pile up in the message list and you have to go in and delete them.
>
>>4. What features would you like that it doesn't have?
> Remote access for example from home.
>
>>5. How important / how often do use your calendar?
> I live by it.

Date: Mon, 25 Nov 2002 15:31:44 -0500
From:
To: joshua Myles <jamyles@mtu.edu>
Subject: Calendar Survey

>X-Sender:
>X-Mailer: QUALCOMM Windows Eudora Version 5.1

>Date: Mon, 18 Nov 2002 10:09:27 -0500
>To:
>From:
>Subject: Re:
>
>At 09:38 AM 11/18/2002, you wrote:
>>Hi,
>>
>>I am passing this survey on to a few our liaisons for feedback. If you
>>have in question please let me know.
>>
>>Snip->
>>
>>The Calendar Evaluation Ad-hoc Subcommittee is gathering information about
>>the use of Meeting Maker and other calendar software on campus. Please
>>answer these questions for yourself.
>>
>>
>>1. What calendar software do you use?
> Meeting Maker.
>
>>2. What do you like about it?
> It seems to do everything that I need from a calendar.
>
>>3. What don't you like about it?
> I am satisfied with it after the last upgrade, however, I don't
> believe the "play sound" notification works, and the fact that all
> the notices pile up in the message list and you have to go in and delete them.
>
>>4. What features would you like that it doesn't have?
> Remote access for example from home.
>
>>5. How important / how often do use your calendar?
> I live by it.

Date: Mon, 25 Nov 2002 16:17:22 -0500
From:
To: Joshua Myles <jamyles@mtu.edu>
Subject: Re: Calendar survey reminder

Date: Thu, 14 Nov 2002 16:56:31 -0500 (EST)
From: Joshua Myles <jamyles@mtu.edu>
To: mtusysadm@mtu.edu
Subject: Calendar software survey

1. What calendar software do you use?

Meeting Maker.

2. What do you like about it?

- Solaris support
- most basic features like notification options, labels, flexible options for repeating activities

3. What don't you like about it?

- having to use a menu to exit or close any windows in the solaris version
- the v7 message window for meeting reminders
- some bugs, like highlighting artifacts in v7.1g(75) for solaris and how selecting a master schedule from the "View" menu (not the

dialogue box) doesn't always bring up the correct schedule (a problem since v6 or earlier)

- the dummy 1x2-pixel X11 window in the solaris version that serves no apparent purpose
- apparently not being able to use the java client from behind a NAT router

4. What features would you like that it doesn't have?

nothing springs to mind, but any calendar software that doesn't provide the annoyances of the items under #3 would be a winner in my book.

Date: Tue, 26 Nov 2002 09:39:07 -0500
From:
To: jamyles@mtu.edu
Cc:
Subject: Re: Calendar software survey

At 11:28 AM 11/20/2002 -0500, you wrote:

There is a committee on campus that is investigating the usage and feelings of the current campus calendaring system (meeting maker). This committee has circulated a very short survey that they have asked if the system administrators would pick a few people in their department to fill out and return to jamyles@mtu.edu by Dec 2.

Thanks for being the ones....

----- Begin Forwarded Message -----

The Calendar Evaluation Ad-hoc Subcommittee is gathering information about the use of Meeting Maker and other calendar software on campus. Please answer these questions for yourself, and also pass the questions on to several of your users who you think would be representative of your department(s).

1. What calendar software do you use?

Currently Meeting Maker. Previously Outlook. Switched on 11-18-02, so relatively new to Meeting Maker and perhaps not yet a good judge of its capabilities.

2. What do you like about it?

I liked Outlook better so far. More user-friendly (easy for us computer-phobes to figure out). Seamless interface with the e-mail, calendar, and contacts list. Just easier to use, all around. Easier to check various peoples' schedules when trying to schedule an appointment for multiple parties.

3. What don't you like about it?

The only down-side to Outlook was that the rest of campus was on Meeting maker, so we could not schedule meetings across campus. Otherwise, I think it is a better program. It seems Meeting Maker's only advantage is that everyone on campus uses it, so to connect with them, we need to also. Otherwise, it has no advantages that I can see. Perhaps a better solution would be for all of campus to switch to Outlook as the superior calendaring program. It seems that we have taken a step backwards.

4. What features would you like that it doesn't have?

For Meeting Maker: Connected to e-mail for invitations and a reminder to the person giving the meeting, at the very same time as scheduling the appointment on the calendar, instead of two steps, in two different programs.. Reminder notices of meetings to pop up in the foreground. Easier way to check everyone's schedule, prior to scheduling a meeting (like Outlook's graph). Since I've been on it so shortly, I'm not aware of all the bugs I'm going to find yet. Also, need a contact's list.

Please send the answers to jamyles@mtu.edu by December 2. If you have any questions, please contact any of the subcommittee members:

----- End Forwarded Message -----

Date: Thu, 28 Nov 2002 11:50:38 -0500
From:
To: jamyles@mtu.edu
Subject: Fwd: Calendar software survey

>Date: Tue, 19 Nov 2002 16:29:53 -0500 (EST)
>From:
>X-Sender:
>To:
>Subject: Calendar software survey
>
>I sent a note on November 8, 2002 letting everyone know that the MTU
>System Administration Council would be evaluating meetingmaker as MTU's
>default calendaring software. A sub-committee has been formed and has an
>official charge. The survey below has been put together by that
>sub-committee.
>
>Please take a moment to fill out this very short survey. Your input will
>enable the Calendar Evaluation Ad-hoc Subcommittee to make good solid
>recommendations based on those who use calendaring software.
>
>You can forward your response directly to Josh Myles or you can send it
>to me.
>
>Thanks
>
>
>----- Forwarded message -----
>Date: Thu, 14 Nov 2002 16:56:31 -0500 (EST)
>From: Joshua Myles <jamyles@mtu.edu>
>Subject: Calendar software survey
>

>The Calendar Evaluation Ad-hoc Subcommittee is gathering information about
>the use of Meeting Maker and other calendar software on campus. Please
>answer these questions for yourself.
>
> 1. What calendar software do you use?
>Meeting maker
> 2. What do you like about it?
>in most cases easy of use
> 3. What don't you like about it?
>limited ability to change format
> 4. What features would you like that it doesn't have?
>
>Please send the answers to jamyles@mtu.edu by December 2.

Date: Fri, 29 Nov 2002 18:23:05 -0500 (EST)
From:
To: jamyles@mtu.edu
Subject: Re: Meeting Maker (fwd)

Another answer... It should be noted that she only has a Sun on her desk,
and we have trouble getting MM to work from home.

Thanks,

----- Forwarded message -----

From:

>
> 1. What calendar software do you use?

Palm Pilot.

>
> 2. What do you like about it?

Easy to use, flexible, can take it with me to appointments/meetings.

>
> 3. What don't you like about it?

Does not sync with Meeting Maker.

>
> 4. What features would you like that it doesn't have?

I would like to be able to sync my palm (without error messages) with
Tech's calendar software.

Date: Tue, 03 Dec 2002 11:33:30 -0500
From:
To: Joshua Myles <jamyles@mtu.edu>
Subject: [Fwd: Re: Calendar software survey]

----- Original Message -----

Subject: Re: Calendar software survey
Date: Tue, 03 Dec 2002 09:45:01 -0500
From:

To:

At 11:41 AM 11/18/02 -0500, you wrote:

Hello,

The Systems Administration Council's Calendar Evaluation Ad-hoc Subcommittee is gathering information about the use of Meeting Maker and other calendar software on campus. We are not trying to poll everyone, but if there is someone else in IT that you think should be included, let me know.

Please answer the following questions:

1. What calendar software do you use?

I use Meeting Maker in conjunction with a Palm OS Hand held device. I currently use the meeting maker conduits with the Palm device and have done so since they were available. Prior to that I used Intelesync from Puma Technology.

2. What do you like about it?

I like having one common calendar package I can access from the web, from a PC, from a UNIX workstation and from a MacIntosh. I like the ability to schedule resources, meetings, people, etc. all at the same time. I like the ability to include notes and documentation in the Invitation - and be able to update the information on a regular basis. I like the ability to check on the schedules of others within the department at a glance and to schedule meetings with others across the university community - quickly and efficiently.

I especially like being able to create or modify an entry at a workstation or on my Palm device and have the entire system updated. I like the ability to hot sync my device remotely and the ability to check/update my schedule from anywhere using the web/Java interface.

3. What don't you like about it?

I didn't like the last Java client upgrade that rendered older versions of Netscape useless along with a lot of other persons of Internet Explorer and other browsers as well.

I dislike the new pop-up notification method, but have arrived at a work around that functions for me and doesn't cover my current calendar and other messages

I think the client has gotten too bloated. and too slow compared to the older "lean" clients.

It is possible to "double schedule" a room/resource and not realize it depending on how the resource was originally scheduled. (This has happened to me more than once - two meetings in the same room at the same time - both confirmed and allowed by meeting maker).

Inconsistencies with how banners are displayed on a palm device verses their display on a PC. (Example: The Palm only shows the first instance of a multi-day banner...most of the time. But I do have banners which go

from date X to date Y and show up correctly on both the Palm and the workstation.)

4. What features would you like that it doesn't have?

Better web client comparability with older browsers.

The ability to send "external notifications" to others - ie: schedule a meeting and invite non-meeting maker participants via an email invitation from the Meeting Maker Interface. (This used to be possible in older version of the software and I used it a lot. It may be possible to do this in the current version but I've not figured out HOW to do so yet.)

Send the answers to me and I will collate and forward them to the committee.

Thanks,

Date: Wed, 04 Dec 2002 10:56:06 -0500
From:
To: Joshua Myles <jamyles@mtu.edu>
Subject: Re: Calendar software survey

Josh, I guess I ought to get my 2 cents worth in here, too.

>
> 1. What calendar software do you use?

MeetingMaker

>
> 2. What do you like about it?

Runs on Mac, Solaris, Windows, has web client, and Palm conduits.

In general it works OK for me. I keep it running all the time and depend on it to know where I'm supposed to be and to remind me of things that need to be done, etc. It beats phone tag & email for setting up meetings.

>
> 3. What don't you like about it?

The new reminder/messaging window is kludgy.

That email/paging is broke on Solaris clients.

The web client is way too slow.

That version upgrades are not backward compatibility.

That all servers have to be known by the clients.

The hub. The servers should talk directly to each other.

>
> 4. What features would you like that it doesn't have?

Ability to set reminder parameters on a per meeting basis.

Ability to remove myself from someone's proxy list.

A better way to set proxies than one at a time, perhaps by groups with includes/excludes.

"group" A proposal/meeting scheduler like the master scheduler without the limitation, that shows individuals busy times for guests, not a union of busy times.

Groups & subgroups that update automatically.

Better email/contacts/directory service integration.

Ability for an "external" guest to reply to an mm invitation via email.

Ability to inject calendar info directly into the calendar db by program, (not manually with GUI), and conversly; at both the individual and server basis.

More granularity of admin privledges, e.g. wrt groups.

Linux client.

Palm and PocketPC/WinCE conduits for Solaris/Linux/web.

Reasonable backward compatability of clients.

Include the Print Layout designer in the client, not as a separate install, and add that function to Solaris/Linux/web.

Include the Administrative API with the server/admin package.

Ability for server to pass "serious" messages to an admin, e.g. via email.

Ability for servers to do "nightly" processing, e.g. log rotation, db checking/repair, backup, perhaps even db purge/compact.