

IPv6 Transition Planning Subgroup

Minutes – November 9, 2005 Organizational Meeting

Attendees:

Steve Pirzchalski, OI&T

Valerie Kiraly, OI&T

Richard Tremblay, EES

Karen Merrill, VISN 1

Marty Trey, VISN 2

Scotty Johnson, VISN 6

William Frieler, VISN 10

Hal Haislip, VISN 16

Tim Dahl, VISN 17

Ann Margaret Howard, EES

Mike Quinn, OQP

Wes Crum, VHA OI HSITES

Sandi Lampo, VHA OI HSITES

Harry Risk, VHA OI HSITES

Dave Bradley, VHA

Steve Kish

Cathlin Dollar, OI&T

General

- Steve provided a brief overview of IPv6, the activities to date and the purpose of the Training Subgroup.
- The VA backbone needs to be IPv6 capable by June 2008. An IPv6 Working Group has been meeting bi-weekly since August 2005. The Working Group determined that Subgroups needed to be established to assist with the project.
- There is an internal IPv6 website: <http://vaww.va.gov/oirm/telecom/IPv6>
- In February 2006, VA needs to submit a transition plan

Purpose

- The Subgroup consists mostly of technical people and is responsible for developing, coordinating and implementing a cohesive transition plan for VA's migration to IPv6.
- Group activities shall include as a minimum
 - Conducting a requirements analysis
 - Developing and implementing a test plan for compatibility/interoperability
 - Deploying a phased approach
 - Maintaining and monitoring networks
 - Updating IPv6 requirements and target architecture going forward(These activities will be monitored by OMB and are required to be reported in our agency's OMB report due in February 2006.)

Organization

- The following individuals are the co-chairs for the group:
 - Mike Quinn
 - Scotty Johnson
 - Wes Crum
- The Transition Planning Subgroup will need to meet bi-weekly for at least the next 24 months. Steve will work with the co-chairs.

Funding

The most recent information has \$33 million available for IPv6 for the next Fiscal Year. Some funding will come from tech refresh and some will come out of the centralized budget (VACO). There will be funding for training and transition activities.

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Transition Plan

Steve asked if anyone had input on developing the transition plan. He has talked with representatives from Department of Education and DoD about sharing their plans. Wes noted that there are transition plans on the web for other departments.

Concerns/Questions/Issues

- Mike Quinn: The Program Offices often seem to be last in line for transitions.
Dave Bradley: Now that everything is regionalized, it is going to be a lot harder for groups to be missed, but regular communication is critical.
- Need to determine what is going to be affected – and what will not be affected.
- IPv6 needs to be publicized/marketed to the user community in order to get buy in from the user community. All parts of the VA should be participating and activities need to be coordinated across groups (Enterprise Architecture, VHA, VBA, NCA).
- How will DNS be impacted?
- Some equipment may not be able to transition to IPv6. Need a strategy to ensure connectivity for those devices.

Training Information from Dave Bradley:

- The VA Learning On-Line website (<http://www.vcampus.com/valo/index2.html>)
- The site contains two IPv6 training courses that will provide some good initial background to the basics of IPv6, benefits, issues, etc.
 1. IPv6 (#80284_eng)
 2. Working with IPv6 and Network Address Translation (#119790_eng)

IPv6 Transition Planning Subgroup

Minutes – November 30, 2005 Conference Call

Attendees:

Wes Crum	Thinh Kieu
Scotty Johnson	Rob Turner
Mike Quinn	Shawn Battle
Steve Pirzchalski	Rick Shew
Valerie Kiraly	Ron Reuschling
Dave Bradley	Cathlin Dollar
JR Carter	Brian Jackson

General

- We have a very tight **timeline**. The group needs to produce and submit two documents to the OMB by February 2006:

1. IPv6 transition plan for all of the VA
2. Progress report on the Impact Analysis and Inventory.

Note: The June 2008 mandate pertains to the backbone.

- The Impact Analysis (OMB Attachment B) should include both a cost estimates and a risk analysis of 18 specific areas. We should be thinking about all these areas when developing the transition plan.
- Steve is making contacts at other federal agencies that are further along on this project. He will try to get drafts of their plans to give us some guidance.
- There may be some overlap between the work of the other subgroups (Training, Registry, Enterprise Strategy)
- NSA, DISA, and NASA have some good documents and should give us some insight on how to approach the problem.
- How is the group going to work together effectively? Can this be done via conference calls and emails, or are face to face meetings going to be required?

IPv6 Transition Webpage

- The VA IPv6 internal website is being upgraded. When complete it will have minutes, schedules, reference documents (ex: the memo from Robert McFarland, the memo from OMB with the attachments) and links to related sites. The link to the intranet IPv6 site is: <http://vaww.va.gov/oirm/telecom/IPv6/default.asp>. (The link is also included in the footer of the minutes.)
- When there are documents that need to be loaded to the website, please forward to Valerie (Valerie.kiraly@va.gov) or Cathlin (Cathlin.dollar@va.gov).

Note: There will also be shared drive space for working documents. We need to test this to make sure it is available for all participants.

Impact Areas

Wes reviewed the areas that he views as being impacted by the transition to IPv6. These are:

- **Network Management** - firewall(s), WAN, LAN, VLAN, Routers, Switches, DNS, DHCP, Static IPs, Servers, Workstations, Printers, Applications, HL7, Medical Devices, Non-Medical Devices, Wireless access (802.11 & 802.16), VOIP, PDA, Cell Phone, and IPTV
- **Network Hardware** - Interface Cards, Embedded Firewalls, IPv6 Capable Devices, NON-IPv6 Capable Devices, and Broadband vs. typical NTSC broadcast format distribution

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- **Network Management Software and Tools** - HP OpenView, CiscoWorks 2000 (Enterprise Network), CiscoConfigMaker, Table allocation software (IPv4 to IPv6), IPv4 to IPv6 Conversion and/or Translation Software

Transition Requirements

A high level outline of transition requirements includes:

- People – Staffing Requirement and Time/Effort Estimate
- Material – Training, Parts, and Supplies Needed
- Equipment – Hardware, Software, Tools, and Contract Support Required
- Processes – Method of Implementation (a dual process is probably necessary)
- Funding – \$600k is available right now. A concern is that the budget numbers outlined by Robert McFarland have most of funding available in the later years (2006 - \$28.3M; 2007 - \$88 M; 2008 - \$90M) when the bulk of the spending might need to be done earlier.

Next Meeting: December 7, 2005 at 2:00 PM (EST); Conference Bridge: 1-800-767-1750 PIN 44454; VACO Room 428.

Action Items

	Description	Owner	Date Assigned	Status
1	Set up Transition Subgroup Conference Calls and send out invitations.	Cathlin Dollar	11/30/05	Assigned
2	Contact other agencies that may be further along to get information about their approaches	Steve Pirzchalski	11/30/05	Assigned

Attendees:

- | | |
|---------------------|----------------|
| Wes Crum – Co-Chair | Shawn Battle |
| William Frieler | Andrew DeLong |
| Dave Bradley | Allen Heuvel |
| Hal Haislip | Mickey Finn |
| Karen Merrill | Cathlin Dollar |
| Harry Risk | Valerie Kiraly |
| Marty Trey | George Ludgate |
| Rob Turner | |

Meeting Information

- Next Meeting:** Thursday, January 5th; 2:00 PM (Eastern)
Regular Call Schedule - Weekly on Thursday, at 2:00 pm Eastern.

SharePoint

- For the immediate future, Wes has arranged for the IPv6 teams to use SharePoint for file sharing. An email was sent out earlier in the week with information, but for anyone who may have missed it, the link to the main folder is:
http://vhaisb-ipsmul04/personal/vhamaster_vhaisbcrumw/Shared%20Documents/Forms/AllItems.aspx
- All the available presentations from the IPv6 Summit have been uploaded and are available. These documents range from basic to extremely technical (particularly the Cisco presentations).
- Sub-folders are being added for the meeting schedules and meeting minutes.

Testing / DREN / Alternatives / Applications

There was discussion about testing alternatives and the possible use of external partners. The major points are summarized below:

- Wes has spoken with DREN (Defense Research and Engineering Network). They have an IPv6 system set up that they will allow other agencies to use for testing purposes. To use their system for 24 to 30 months would cost approximately \$200k. This would allow us to test without impacting our live environment. DREN provides infrastructure and support.
- Mickey's group has set up an IPv6 lab and they have been conducting IPv6 testing since last summer. He suggested that we look at options other than DREN, for example: hospitals or universities. DREN might be a good test bed, but there may be others.
- Dave raised the question of how will using an external partner help us test VA to VA communication?
- With an external partner we can test basic functionality (files transfers etc). We could then pick a small area of the VA to test internally.
- The first application that will need to be IPv6 ready will be DNS and then the network monitoring applications. We need representation from DNS in both the Transition and Enterprise Strategy Subgroups. (Eric Jurasas' name was mentioned.)
- Over the next several years there will not be a large budget for new applications which means that we will have to continue support of legacy applications.

'Parking Lot' for Issues etc

Date	Issue
12/7/05	Applications have hardcoded IP addresses

Action Items

	Description	Owner	Date Assigned	Status
1	Set up Transition Subgroup Conference Calls and send out invitations.	Cathlin Dollar	12/7/06	Assigned
2	Contact other agencies that may be further along to get information about their approaches	Steve Pirzchalski	11/30/05	Assigned
3	Draft test plan	Andrew DeLong	12/7/05	Assigned
4	Send TMP Design document to Steve and Cathlin; include information about VA regions	Andrew DeLong	12/7/05	Assigned
6	Distribute / Post IETF document (?)	Steve Pirzchalski	12/7/05	Assigned
7	Get information about how other agencies are handling the transition and send out to group co-chairs	Steve Pirzchalski	12/7/05	Assigned
8	Research the possibility of funding from Central Office for a IPv6 training in January	Steve Pirzchalski	12/7/05	Assigned
9	Get representation from DNS for Transition and Enterprise Strategy subgroups	Steve	12/15/05	

IPv6 Transition Planning Subgroup

Minutes – January 5, 2006 Conference Call

Attendees:

Wes Crum – Co-Chair
Scotty Johnson – Co-Chair
Shawn Battle
Dave Bradley
JR Carter
William Frieler

Allen Heuvel
Ann Margaret Howard
Steven Kish
George Ludgate
Cathlin Dollar

Meeting Information

Next Meeting: Thursday, January 12th; 2:00 PM (Eastern)
Regular Call Schedule - Weekly on Thursday, at 2:00 pm Eastern.

General

- The minutes for all the subgroup meetings have been posted on SharePoint. (Go to http://vhaisb-ipsmul04/personal/vhamaster_vhaisbcrumw/Shared%20Documents/Forms/AllItems.aspx ; select the IPv6 folder and then the Minutes folder.)

Regions

- A Regional Map should have been attached to the Transition Meeting Reminder email. It will be distributed with the minutes of this meeting.
- The TMP Phase IV Network Design Document (available at <http://vaww.va.gov/oirm/telecom/TMP/>) identifies 19 regions.
- There are 23 VISNs – in certain instances, multiple VISNs are in a single region.
- The regions do not include the data centers (Austin etc).

Transition Plan

Work has started on several areas that will ultimately feed into the Transition Plan. The Transition document will evolve over time as the planning process continues.

- **Transition Approach** – Wes anticipates having a draft of this section by next week. Wes reviewed some of the information that he will cover in his document:
 - Five node types: IPv4-only node, IPv6-only node, IPv6/IPv4 node, IPv4 node, IPv6 node
 - Three interrelated IPv6 Transition Mechanisms that can be used in combination or individually referred to as: Dual Stack, Tunneling, Translation
- **Security** - Scotty Johnson is documenting the security issues and concerns for the VA during the transition and will have a draft completed next week. The following are some of the areas he will be covering:
 - There are two primary categories of information safeguards for VA systems and transmission and storage of data:
 1. Patient data including personal patient information (Name, SSN, address, phone, insurance, etc) - HIPPA and other directives cover compliance.
 2. VA employee and other information including: Name, SSN, address, phone, payroll, insurance, retirement, Congressional Inquiries, Performance Appraisals, billing information, budget plans, Union email, purchasing information, and much more) - Privacy Act as well as several other directives cover compliance - although not of a National Security level, simply due to the sensitivity of this information, it must have a very similar safeguard level.
- **Change Management** – Mike Quinn has sent out a preliminary document to the Transition group. The group briefly discussed the Change Request Methods used at VA which include:

VA IPv6 Transition Team Website

<http://vaww.va.gov/oirm/telecom/IPv6/default.asp>

SharePoint Link

http://vhaisb-ipsmul04/personal/vhamaster_vhaisbcrumw/Shared%20Documents/Forms/AllItems.aspx

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- REMEDY Change Management – CM
- TMP Business Operation Guide - Configuration Management - CM (new SERVICE & Network Req/Ord)
- NCR - Network Change Request
- **Contingency Planning** – This area is not currently being worked on. Some of the contingency planning issues may be uncovered or addressed as part of the Impact Analysis.
- **Rollout Strategy** – Ann Margaret Howard will take a first cut documenting a rollout strategy. Allen added that TMP has written recommendation for migrating the backbone which he will distribute.

'Parking Lot' for Issues etc

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Action Items

	Description	Owner	Date Assigned	Status
2	Contact other agencies that may be further along to get information about their approaches	Steve Pirzchalski	11/30/05	Assigned
3	Draft test plan	Andrew DeLong	12/7/05	In Progress
6	Distribute / Post IETF document (?)	Steve Pirzchalski	12/7/05	Assigned
7	Get information about how other agencies are handling the transition and send out to group co-chairs	Steve Pirzchalski	12/7/05	Assigned
8	Research the possibility of funding from Central Office for a IPv6 training in January	Steve Pirzchalski	12/7/05	Assigned
9	Get representation from DNS for Transition and Enterprise Strategy subgroups	Steve	12/15/05	Assigned
10	Distribute recommendations for migration of the backbone	Allen Heuvel	1/1/06	Assigned

IPv6 Transition Planning Subgroup

Minutes – January 12, 2006 Conference Call

Attendees:

Wes Crum – Co-Chair
Shawn Battle
Dave Bradley
William Frieler
Brian Jackson
Harry Risk
Rob Turner

Allen Heuvel
Tim Dahl
Steven Kish
George Ludgate
Rick Shew
Cathlin Dollar
Valerie Kiraly

Meeting Information

Next Meeting: Thursday, January 19th; 2:00 PM (Eastern)

Regular Call Schedule - Weekly on Thursday, at 2:00 pm Eastern.

Discussion of the elements of the Transition Plan

(from Karen Evans Memo - Attachment C: Transition Activities)

The group had a general discussion of the elements of the transition plan as outlined in the Karen Evans memo. In several cases, sub-groups are going to meet off-line to identify and document issues etc.

- Conduct a **requirements analysis** to (1) identify current scope of IPv6 within an agency, (2) current challenges using IPv4, and (3) target requirements
The backbone is largely IPv6 capable although a code upgrade will be needed. The inventory will have to determine what else might have IPv6 capabilities.
Action: Wes, Rob, and Steven will document high level issues and topics that should be included or evaluated during the analysis phase.
- Develop a sequencing plan for IPv6 implementation, integrated with your agency Enterprise Architecture
Any significant progress in this area will need to wait until we have more information on the target requirements (where we are going).
- Develop IPv6-related policies and enforcement mechanisms
We interpret the focus of this area to be how our plan ties to capital planning and investment control. Currently we don't have involvement from the procurement and policy areas.
- Develop **training** material for stakeholders
This area is being addressed by the Training subgroup. This week they received a number of survey from various areas of the VA giving input as to potential training audiences and needs. This will provide further input to their eventual training plan.
- Develop and implement a test plan for IPv6 compatibility/interoperability
Allen is currently working on a test plan that should help us in the area.
An addition, the group briefly discussed possible approaches to pilot testing (TMP lab, DREN, other external).
Action: Allen and Tim Dahl will document areas that they think should be included in any testing effort.
- Deploy IPv6 using a phased approach

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This is discussed in Allen's Migration document which outlines one way to phase in IPv6. The request was made that we walk through Allen's document in a future meeting.

- **Maintain and monitor networks**
This area deals with both change management and configuration management. Mike Quinn has developed a draft change management document which should give us some taking points in this area. In addition, do we need to start looking for/evaluating any new tools that will be needed to monitor the network.
- Update IPv6 requirements and target architecture on an ongoing basis

'Parking Lot' for Issues etc

Date	Issue
12/7/05	Applications with hardcoded IP addresses

Action Items

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2	Contact other agencies that may be further along to get information about their approaches	Steve Pirzchalski	11/30/05		Assigned
3	Draft test plan	Andrew DeLong / Allen Heuvel	12/7/05		In Progress
6	Distribute / Post IETF document (?)	Steve Pirzchalski	12/7/05		Assigned
7	Get information about how other agencies are handling the transition and send out to group co-chairs	Steve Pirzchalski	12/7/05		Assigned
8	Research the possibility of funding from Central Office for a IPv6 training in January	Steve Pirzchalski	12/7/05		Assigned
9	Get representation from DNS for Transition and Enterprise Strategy subgroups	Steve Pirzchalski	12/15/05		Assigned
10	Distribute recommendations for migration of the backbone	Allen Heuvel	1/3/06		Completed
11	Post the documents from Wes, Allen and Mike to SharePoint so that all participants can review	Cathlin Dollar	1/12/06	1/13/06	Assigned
12	Document high level issues and topics that should be included or evaluated during the analysis phase.	Wes Crum, Steven Kish, Rob Turner	1/12/06	1/19/06	Assigned
13	Document areas that should be included in any testing effort.	Allen Heuvel, Tim Dahl	1/12/06	1/19/06	Assigned

IPv6 Transition Planning Subgroup

Minutes – January 19, 2006 Conference Call

Attendees:

Wes Crum – Co-Chair	Allen Heuvel	Rob Turner
Shawn Battle	Ann Margaret Howard	Jerry Taylor
Mike Boyce	Steven Kish	Rob Turner
Dave Bradley	George Ludgate	Cathlin Dollar
J.R. Carter	Jay McGuerty	Valerie Kiraly
Tim Dahl	Karen Merrill	Steve Pirzchalski
Hal Haislip	Harry Risk	

Meeting Information

Next Meeting: Thursday, January 26th; 2:00 PM (Eastern)

Regular Call Schedule - Weekly on Thursday, at 2:00 pm Eastern.

Funding Status

Steve will be meeting with Sally Wallace on Wednesday (1/25) regarding IPv6. More information should be available after that meeting.

Potential Isolated Circuit with DREN

- DREN is contacting Wes frequently. If we give them an address of a location from which we would like to test, they can give us an accurate quote without commitment or obligation. (Earlier, Wes provided an estimate.)
- Steve and Wes will talk about this topic off-line. In the meantime, the subject is being put on hold. Since we do not get have any accurate budget numbers, we can't make any decisions.

February Deliverables

Our February deliverables have changed. We do not have to send our complete Transition Plan to the OMB, but we do need to develop **project Milestones** which will be submitted to OMB as a part of the VA's Quarterly Enterprise Architecture submission. In addition, we also have to submit our Progress Report for the Inventory and Impact Analysis tasks. The identification of the Milestones is the responsibility of the Transition group. These will be provided to the Enterprise Architecture group for inclusion in the February submittal.

- **Project Milestones:** A number of areas were identified for which Project Milestones need to be developed. The following group members are going to develop milestones for review and discussion at next week's transition meeting:

Inventory	Wes Crum, Ann Margaret Howard
Security	Scotty Johnson
Testing	Ron Reuschling
Policy	Dick Culp, Mike Boyce
Training	Training Subgroup
Acquisition	TBD
Deployment/Implementation	Ann Margaret Howard (Deployment Strategy)
Addressing	John D.

Note: Certification and accreditation of the network needs to be addressed.

- **Impact Analysis Progress Report:** Several areas have been researched by group members. The information will provide the basis for assessing the risks as outlined in the Karen Evans memo and will be reflected in the progress report. The areas researched and documented to date include: security, scope, transition approach, change management, rollout strategy, testing, and contingency planning (newly assigned).

‘Parking Lot’ for Issues etc

Date	Issue
12/7/05	Applications with hardcoded IP addresses

Action Items

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2	Contact other agencies that may be further along to get information about their approaches	Steve Pirzchalski	11/30/05		Assigned
3	Draft test plan	Andrew DeLong / Allen Heuvel	12/7/05		In Progress
6	Distribute / Post IETF document (?)	Steve Pirzchalski	12/7/05		Assigned
7	Get information about how other agencies are handling the transition and send out to group co-chairs	Steve Pirzchalski	12/7/05		Assigned
8	Research the possibility of funding from Central Office for a IPv6 training in January (1/19) Steve is scheduled to meet with Sally on Jan 25 th .	Steve Pirzchalski	12/7/05		In Progress
9	Get representation from DNS for Transition and Enterprise Strategy subgroups	Steve Pirzchalski	12/15/05		Assigned
12	Document high level issues and topics that should be included or evaluated during the analysis phase.	Wes Crum, Steven Kish, Rob Turner	1/12/06	1/19/06	Assigned
13	Document areas that should be included in any testing effort.	Allen Heuvel, Tim Dahl	1/12/06	1/19/06	Assigned

IPv6 Transition Planning Subgroup

Minutes – January 26, 2006 Conference Call

Attendees:

Wes Crum – Co-Chair	Brian Jackson	Chi Yu
Mike Boyce	Sandra Lampo	Cathlin Dollar
J.R. Carter	George Ludgate	Valerie Kiraly
Megan Friel	Jay McGuerty	Steve Pirzchalski
Allen Heuvel	Harry Risk	
Ann Margaret Howard	Rick Shew	

Meeting Information

Next Meeting: Thursday, February 2nd; 2:00 PM (Eastern)

Regular Call Schedule - Weekly on Thursday, at 2:00 pm Eastern.

General

- Interagency Council for IPv6 - Update
 - Funding – There will be no funding from OMB; agencies will need to reallocate funds to ensure that IPv6 tasks are completed. A ‘scorecard’ will be created for each agency and the CIO or Secretary will be held responsible if the goals are not met.
 - Chapter 2 is scheduled to be distributed on Monday, January 30, 2006. This document should cover the technical details of how to develop a transition plan. (Chapter 3 will discuss how to set up governance of IPv6 implementation and Chapter 4 will deal with procurement and acquisition issues.) Note: Whenever Chapter 2 is available, it will be posted to SharePoint.
 - NASA’s IPv6 website will be available for all agencies to use for assistance, questions, feedback etc. Initially only NASA’s info will be there. It should be ready by Feb 1.
 - Different agencies give updates about what they are doing to meet the February 28th deliverable; many have **automated** tools to get the inventory (which should include all IP devices). The OMB wants to know all the devices and the accompanying applications.
- There is not funding at the VA for IPv6. We are currently trying to get staff assistance from SAIC. We have resumes of proposed individuals and they should be on board in the next few weeks.
- The General Dynamics contract will be re-competed; will have an IPv6 component.
- Steve stated that he has asked to meet with McFarland to stress the importance of IPv6.

Progress on Milestone Development

- **Inventory** - We have not prepared any inventory documentation. The team asked for clarification on the scope of the inventory. The clarification from Steve is that by June 30th we must have an inventory that includes **every** device and software applications that might be affected by a change to IPv6.
 - To complete this by June is a huge task. One approach would be to use automated tools to gather as much information as possible and then to have the field reconcile the data.
 - The VA does not have centrally managed tools to capture inventory. OCIS has some tools might help, but these are not meant for an inventory - they more of a security focus.
 - In general the facility CIO has responsibility for asset management. The VA Enterprise Administrator Meeting is held weekly – they have tools such as SMS that could help with the inventory. Austin handles their own inventory/asset management.

IPv6 Transition Planning Subgroup

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- There was a discussion about what is really meant when OMB talks about the ‘backbone’. The group decided that we need to define some terms (starting with backbone) to at least have a common definition within the VA.
- **Security** – No update on our security related milestones. The Security Council is putting out high level security policy (from NSA) to aid in the transition. This will include issues that agencies need to be aware of and should be coming out soon.
- **Testing** – no update at this meeting
- **Policy** – We need a POC for policy related issues to help with the policy milestones.
- **Training** – The training group is still gathering information. They need to be able to fit in with the transition milestones.
- **Acquisition** – no update at this meeting
- **Addressing** – no update at this meeting

‘Parking Lot’ for Issues etc

Date	Issue
12/7/05	Applications with hardcoded IP addresses

Action Items

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2	Contact other agencies that may be further along to get information about their approaches	Steve Pirzchalski	11/30/05		In progress
3	Draft test plan	Andrew DeLong / Allen Heuvel	12/7/05		In Progress
6	Distribute / Post IETF document (?)	Steve Pirzchalski	12/7/05		Assigned
8	Research the possibility of funding from Central Office for a IPv6 training in January (1/19) Steve is scheduled to meet with Sally on Jan 25 th . Answer: No additional funding at this time	Steve Pirzchalski	12/7/05		Complete
9	Get representation from DNS for Transition and Enterprise Strategy subgroups	Steve Pirzchalski	12/15/05		Assigned
12	Document high level issues and topics that should be included or evaluated during the analysis phase.	Wes Crum, Steven Kish, Rob Turner	1/12/06	1/19/06	In progress
13	Document areas that should be included in any testing effort.	Allen Heuvel, Tim Dahl	1/12/06	1/19/06	Assigned
14	Develop an agreed-upon definition of the term ‘backbone’; Discuss at the next meeting	All	1/26/06	2/2/06	Assigned

