

# Information Technology Team Meeting

**Date:** 7/15/2009

**Time:** 10:00 AM

**Location:** EGF 510 TRF 545

**Chair:** Stacey Hron

**Recorder:** N/A

**Next meeting date:** 7/22/09 @ 3:00 **Rooms:** EGF -510 and TRF 545

**Members Present:** Stacey Hron, David Olsen, Wyndle Kinney, Joanne Johnson

**Members not present:** Holly Deschene, Juan Barrios, Jennifer Sundberg, Karleen Delorme, Scott Foss

## Agenda

1. Supervisor's Talking Points
2. Mandatory Training
3. Sue's Responsibilities
4. Summer Computer Replacements
5. Job Postings
6. Location of Web Developer

## Team Minutes

- **Supervisor's Talking Points for e-Timesheet Implementation:** [Supervisor's Talking Points](#)
- **Mandatory Training:** Everyone must attend a session - Tuesday, July 28<sup>th</sup> 8:30-9:30 Employee Session TRF campus room 603, 9:30-10:30 Employee Session - TRF Campus room 603 10:30-12:00 Supervisor session TRF campus room 603
- **Sue's Responsibilities:** Who will do what?
  - Purchasing: All responsible- Holly and Dave will help
  - Employee Setup: Joanne
  - Printers and ConsoleOne – Wyndle
- **Summer Computer Replacements:**
  - 55 Desktops ordered
    - 25 – lab 105
    - 25 – TRF Employee
    - 5 – EGF Student Service Area
  - 25 Laptops
    - 5 TRF Employee
    - 20 EGF Employee
  - Items may have been shipped to the wrong locations
- **Job Postings:**
  - ITS2 Assistant Network Admin
  - ITS2 Web Developer/Programmer
  - 2-ITS1 Temp Positions
- **Location for Web Developer?**
  - Joanne will send a map showing layout of room.

Adjourn: 11:00 AM