

Information Technology Team Meeting

Date: 9/18/2009

Time: 2:00 AM

Location: EGF 115 TRF 545

Chair: Stacey Hron

Recorder: Holly Deschene

Next meeting date: Sept. 18 @ 2:00 **Rooms:** EGF -115 and TRF 545

Members Present: Stacey Hron, Holly Deschene, Karleen Delorme, Scott Foss, Joanne Johnson, Charles Gray, Paulo Perez

Members not present: David Olsen, Juan Barrios, Jennifer Sundberg

Agenda

- Status update of action items from last week
- Daily Tickets – disinfecting keyboards
- GroupLink Ticket update

Team Minutes

1. **Status updates of action items:** Joanne: trying to locate Dream Weaver and Photoshop for Karleen. Stacey said to load CS4 that Paulo has onto Karleen's machine. There should be 2 licenses. Action Item: Joanne will install CS4 onto Karleen's machine.
2. **Daily Tickets :** Daily tickets are now being generated for disinfecting keyboards and mice. If workstudy is not here, than some other IT person will need to do it and close the ticket. Work study should be closing out daily ticket requests for disinfecting. Action Item: Stacey will check on where the disinfecting spray is so IT can get it. Joanne will have work studys do this in the library in EGF. It is expensive, please use it sparingly. There will be spray available for iT to use on student machines.
3. **GroupLink Ticket updates:** EGF tickets are being created
4. **Essential functions:** Please get that esential functions doc back to Stacey by the end of today.
5. Scott will probably lock the employee folders in EGF and move them to the SAN tonight, 9-18.
6. Stacey inquired about equipment needed for Zenworks Action Item: Charles will send Stacey quotes regarding servers needed for Active directory and Zenworks.

Adjourn: 3:00 PM