Information Technology Team Meeting

Date:	2/5/2010
Time:	2:00 PM
Location:	EGF 115 TRF 545
Chair:	Stacey Hron
Recorder:	**Holly Deschene**

Next meeting date: February 12th

Members Present: Wyndle, Holly, Stacey, Jennifer, Juan, Charles, Karleen , Scott , Joanne

Members not present: Dave

Agenda

- TRF Network Chang-over Spread Sheet
- Task lists
- GL
- Brain storm overview
- Annual Safety training
- Meeting etiquette
- Team meetings
- Calendar

Team Minutes

1. **TRF Network Change Over Spreadsheet:** Holly will enter in all computer information for TRF. There was lengthy discussion on entering information directly into asset tracker. Holly said that the spreadsheet has been created for keeping track of what is being done for the network change over to VLANS. Therefore; at this time, the spreadsheet needs to be used.
2. **Tasks lists to Jennifer:** Action Item: Jennifer will send out an email to the team with a new deadline date of next Friday.
3. **GL:** Stacey worked with GroupLink to turn on more email notification reminders for tickets. Karleen had the most tickets done. Work studies are still completing a lot of the tickets. Stacey has requested a quote for additional 8 licenses for GL. Currently were are licensed for 45.
4. **Brainstorming session**: Projects that were documented: Infected employee computers (Pat Amiot will lead committee for this) SOP folder has been created. We need to start creating SOPs and putting them in there. Stacey has more information on what came out of the brainstorm session from Julie.
5. **Annual Required Safety Training**: Action Item: All team members-Reminder go in and check this and complete required training through D2L.
6. **Meeting etiquette**: Currently there are signs posted in conference rooms. Stacey went through this list with the team. **Action Item: Stacey will talk with Dave re: The polycom not being turned off**. (Suggestion: it was discussed to start having employees making video conference connections on their own.) Stacey suggested that this becomes a continuous improvement project. Joanne suggested getting NETS involved in this as well.
7. **Meetings**: When and what time? Stacey suggested that we have meetings every 2 weeks instead of every week for the remainder of the semester. **Action Item: Holly will delete the off week meetings from the scheduler and calendar.**
8. **Calendar**: There was discussion about using the leave calendar for everyone. It is strongly encouraged that the leave calendar be utilized for Vacation time, conferences, illness, dr. appt, etc. It is a tool not only for Stacey to keep track of where people are and who might not be around to assist, but also for the team members as a way to assist in better communication inter-campus and intra-campus.

Adjourn: 3:45