Information Technology Team Meeting

Date:	6/30/2010
Time:	2:00 PM
Location:	EGF 301 TRF 545
Chair:	Stacey Hron
Recorder:	**Holly Deschene**

Next meeting date: July 16, 2010

Members Present: Holly, Jennifer, Juan, Charles, Wyndle, Scott

Members not present:

Agenda

- Domain Form
- Laptop Carts
- Desktops in Labs (shortcuts and such)
- Printing
- E-Academy Store (MS and Adobe Software)

Team Minutes

1. **Domain Form:**
   Best practice would be: the more we can fill out the better. For employees the description should be their name.
   Printers: put down the Name and IP. (old iPrint name) in TRF the name is the Location.

2. **Laptop Carts:**
   Hold off on joining any laptops to the domain (student or employees). This project is on hold until we get a wireless radius server and student wireless is redone.

3. **Desktops in Labs:**
   It was decided that we will copy the administrator profile in the labs to the Default folder which will need to be turned on in the "Turn on hidden files and folders" option. Then that option will be needed to be turned off before being locked down. Action Item: a list needs to be made of what are the standard features needed on all lab machines. Ex. Browser settings, desktop icons, shortcut icons, start menu and start button look, desktop pictures, screensaver settings, etc…

4. **Printing:**
   Wyndle mentioned that students need to log into machines before they have accounts (registration) Stacey said to just put the free quota into the generic Student Services account and it will be paid for out of Tech Fees. If a student needs a 64 bit printer driver, let Charles know. Testing has been started on the Macs. They can print but they are not being tracked in PCounter. Print stations are not able to be used. Web printing balance is pointing to the old account. **Action Item: Stacey will pull a report from the old printing system so that we can see what the account balances are and how big a deal it would be to move them to the new system.**

5. **SOPs:**
   Please update SOPs when change is needed. You can send changes directly to Holly if you want and she can change them or update yourself but notify all team members when changes are made to the document.

6. **E-Academy Store (MS and Adobe Software)**
   Ldap integration – secure ldap and IP address need from servers that are connecting to Northland. Are they authenticating to us or using email address. Because Northland has scripts to change usernames and email addresses. If we don't do it through ldap and do email only they are given lifetime email account that includes the Northlandcollege.edu do they get to buy it for life.

Adjourn: 2:55