

Information Technology Team Meeting

Date: 8/8/2010

Time: 10:00 AM

Location: EGF 115 TRF 545

Chair: Stacey Hron

Recorder: Karleen Delorme

Next meeting date: August 22nd

Members Present: Don Smith, Stacey Hron, Holly Deschene, David Paul, Wyndle Kinney, Jennifer Amiot, Scott Foss

Members not present: David Olsen, Paulo Perez, Karleen Delorme

Agenda

Summer Updates:

1. CAD
2. AUTOBODY- CCONE
3. ELECTRONICS LAB
4. ROSEAU
5. EGF STUDENT LAB
6. TESTING CENTER – TRF
7. EMPLOYEE LAPTOPS/Computrace install:
8. LAPTOP CARTS
9. ADMIN STUDIO
10. SEPARATING EMPLOYEES
11. NEW EMPLOYEES:
12. PCOUNTER KIOSKS
13. HANDOUTS:
14. BRAINSTROM QUICK HELP INSTALL
15. WELCOME WED. Services we provide handout – Jennifer will work on this (we do not do hardware)

Team Minutes

• CAD

- Need to get scripts done for printers (Wyndle)
- Migration of files? CAD server is in EGF – Needs to get plugged in. Action Item: Need to get files off the old CAD server in EGF – Hook it up and get files moved.
- Scott Get new switch into CAD area

- **AUTOBODY- CCONE** has been installed. Computers are ready to be put into room 715. Tables are set up and ready. Room 719 is not ready yet.
- **ELECTRONICS LAB** – David is working on creating MSI files for auto push of software. This lab is project priority for TRF this week.
- **ROSEAU** – 2 more computers to update with Windows and then all still need application updates. (Windows updates will be done before school, app updates we will need to hold off on.)
- **EGF STUDENT LAB** – Action Item: Karleen will update ISRS with classroom spec for EGF room 214 so it can be scheduled.
- **TESTING CENTER** – TRF testing center is getting recycled computers and using NetOp to

monitor student computers during tests. Will swap out Thursday or Friday of this week and install NetOp

- **EMPLOYEE LAPTOPS/Computrace install:** Action Item: Wyndle will get a list to Stacey of who needs them. Holly is working with Computrace to get the tracking software working on all new laptops.
- **LAPTOP CARTS**– image and distribute to ITV rooms and Lock down. – EGF will put comps in the cart for Intro to comp and hold a few for checkout. – No more laptop carts for checkout
- **ADMIN STUDIO**- Physical workstation and virtual - Action Item Don will set this up.
- **SEPARATING EMPLOYEES** – Holly is keeping a list in TRF of all separating employees.
- **NEW EMPLOYEES:** Jennifer mentioned we are not getting notified about new “contract” employees so we may not always have machines available for them right away.
- **PCOUNTER KIOSKS** – Machines will need to be swapped out eventually but this is not a priority right now. Both kiosks are working on each campus.
- **HANDOUTS:** Emily (TRF workstudy) and Holly and Jennifer are working on updating student and employee handouts. Holly and Jennifer need to schedule more employee training sessions on Outlook.
- **BRAINSTROM QUICK HELP INSTALL:** Quick help is available to be installed on employee machines to assist with the Office 2010 switch over.
- **WELCOME WED.** – Jennifer will cover the IT booth in TRF and Karleen will cover the IT booth in EGF
- **Services we provide handout – Jennifer will work on this** (we do not do hardware)
- Room scheduler and Meeting scheduler (Vehicle scheduler not cut over yet) Room scheduler has been started (Scott will get this done today)
- All Novell servers except EGF-SRV01 have been shut down.
2- temps start August 15th in EGF

Adjourn: