

Information Technology Team Meeting

Date: 11/14/2011

Time: 10:00 AM

Location: EGF 301 TRF 662

Chair: Stacey Hron

Recorder: Holly Deschene

Next meeting date: Dec 5th at 10:00!

Members Present: Don Smith, Stacey Hron, Holly Deschene, David Paul, Wyndle Kinney, Jennifer Amiot, Karleen Delorme, Paulo Perez

Members not present: Scott Foss

Agenda

1. New Windows 7 Image:
2. Additional items:

Team Minutes

1. **New Windows 7 Image:** Don and Dave P are working on creating a new Windows 7 Image. New image needs to have:
 - Outlook settings changed to not cache.
 - Change Internet browser settings to empty cache cookies and so forth. IE and Firefox
 - Activation for Office and Windows (update)
 - PPopup
2. **Group Policies:** Need to update and cleanup.
3. **Windows Updates:** Very few updates are being pushed. Karleen stated that IE 9.0 should work fine with D2L now so we can push it out. Don mentioned we need to test this out first.
4. **Deep Freeze:** EGF needs to install Deep Freeze on all lab machines.
5. **Training:** **Action Item:** Holly and Jennifer will meet Wednesday this week.
6. **Airport Campus Video Conference Setup:** programming today the Creston.
7. **EGF Conference room 222:** All pre-setup must be done before the company comes out to set up. Maintenance needs to put up a shelf and move the screen.
8. **ITV EGF 292 Camera:** This is a bad camera. **Action Item:** TRF will check to see what we have in the flipper cabinet to replace it.
9. **Aviation Computer Lab:** is getting used quite a bit.
10. **EGF Computer Lab:** Only getting used by instructors but not by one-two. **Action Item:** Jennifer will put up a sign that lets students know that the lab is open when classes are not going on.
11. **Docking station for an HP:** Needed at airport.
12. **Mini Mac:** EGF will send over today with Kristi Lane.

Adjourn: 11:00