

# Information Technology Team Meeting

**Date:** 1/31/2012

**Time:** 2:00 PM

**Location:** EGF 115 TRF 545, AC13

**Chair:** Stacey Hron

**Recorder:** Holly Deschene

**Next meeting date:** 2/13/2012

**Members Present:** Scott Foss, Karleen Delorme, Stacey Hron, Matt S., Jason M., Holly Deschene, Don Smith, David Paul, David Olsen

**Members not present:** Jennifer Amiot

## Agenda

1. Updates: - Wyndle's last day

## Team Minutes

Updates:

- App extender (file folder) **Action Item:** Wyndle will get the App Extender file to Holly.
- Leave calendar – please use so that your team members know when you are gone and not available for assistance. **Action Item:** Holly will make sure everyone has access to the calendar.
- T-backup – power cycle through
- Lab stats – Scott needs to work with Don on getting this working and traffic flowing correctly across campuses.
- Inventory for EGF – We need to get a physical inventory for EGF of all computers. **Action item:** Holly will work with Jennifer when she returns from maternity leave on this. Employee desktops needed – 20-25 in EGF. **Action Item:** Holly will get a quote from HP.
- ID software – Don has not heard anything back from MNSCU on security.
- Lass Pass- We need to figure out how to use the corporate version.

**Adjourn:** 2:45PM