Information Technology Team Meeting

Date:	10/23/12
Time:	2:00 PM
Location:	EGF 301 TRF 545 Dave O. by Skpe
Chair:	Stacey Hron
Recorder:	Holly Deschene

Next meeting date: November 6th at 2:00!

Members Present: Stacey Hron, Holly Deschene, David Paul, Don Smith, Jennifer Amiot

Members not present: Karleen Delorme, David Olsen

Agenda

1. Holiday staffing
2. Hazardous waste worksheet
3. Spam Appliance
4. Wireless
5. Technology Website

Team Minutes

1. **Holiday Staffing**: Paulo, Scott will be available in EGF (Karleen?) Jennifer will be gone 12/24 but working 12/31 TRF: Holly, Don and Stacey will be gone these days. David Paul will be on the TRF campus during these days.
2. **Hazardous Waste Worksheet**: Stacey and the team discussed our disposal of hazardous waste in IT.
3. **Spam Appliance**: demo has been ordered.
4. **Wireless**: Still getting some complaints of wireless. IT is trying some different options. The COI suite in EGF has a new access point and is one of the demo sites. EGF 240 is also a demo site. Scott has sent out emails to those who reside in these areas. He has not heard anything via email about improvements. A couple people from the COI area have spoken to Scott in the hallway and said that it seems better. We have purchased monitoring software to track issues. Put any wireless comments into GroupLink for tracking purposes.
5. **Email notifications**: Scott is working on this.
6. **VPN**: We are having issues with this in Roseau. Scott is working on this.
7. **Printers**: security settings are very different between printers. This was discovered today when a student printed to Stacey's printer. When printers are added from now on, security settings are checked each time. Action Item: Stacey will check the EGF printers as well.
8. **Technology Website**: Chad thinks he can get started with the Technology website. ==Action Item: Stacey will send out templates sent to her by Chad to all team members for review.==
9. **Where to put IT resource handouts**: We need to start going through all folders on LDrive. Stacey will delete unused folders from L-drive at the end of two weeks. Date of deletion November 6th 2012.
10. **Network backup and crash plan:** This is **HIGH PRIORITY!** ==Action Item: Scott needs to look more into this and begin to develop a plan. Don and Scott need to set up the servers for backup before we can demo anything else.==
11. **EGF 525 Upstairs suite:** Faculty is requesting a printer up there. ==Action Item: Jennifer will go and check out spacing and network connections.==
12. **Repro Copier in EGF:** Currently it is asking for log in just to scan. ==Action Item: Jennifer will check with Yvette on this.==
13. **Last Logon –** ==Action Item: Don will look into the "keep last log on" setting for Employee laptops.==
14. **IT Cell phone for EGF:** Stacey really wants EGF to really think about having a cell phone. Decision….there will be no EGF cell phone.

Adjourn: 3:30