Information Technology Team Meeting

Date:	3/6/2013
Time:	2:00 PM
Location:	EGF 301 TRF 545 Dave O. by Jabber
Chair:	Stacey Hron
Recorder:	Holly Deschene

Next meeting date: March 20th, 2013

Members Present: Stacey Hron, Holly Deschene, David Paul, Jennifer Amiot, Scott Foss, Don Smith, David Olsen, Karleen Delorme, Paulo Perez, Isaac Osei

Members not present: Jennifer Amiot

Agenda

1. **Printers: Service tickets to Marco and equipment moves**
2. **Office 2013: Offer on e-Academy?**
3. **Misc…**

Team Minutes

1. **Printers:** Need to fill out the move/transfer/add/ delete sheets and send to Marco for every change in printer location. These sheets can be scanned and sent and originals put into a folder for reference.
2. **Office 2013:** Students are asking about this being out on e-Academy. IT needs to do more testing. <mark>**Action Item:**</mark> Holly and David will do some testing on the backwards compatibility with Office 2013 to 2010 and report back in 1 month.
3. **Dynamic Forms:** Training offered March 27th from 3-4 there will be 3-4 sessions. Karleen and Paulo will attend from EGF and Don, David will attend from TRF. Support comes from the company. <mark>**Action Item:**</mark> Stacey will keep the team informed as more info becomes available.
4. **Backing up Student Laptops:** We should review the form students sign to have IT reformat their machine. Backing up is time consuming. We need to come up with a different way to do this. There was a suggestion to have students back up their own files. <mark>**Action Item:**</mark> Isaac will send out the form and policy for review and also create a quick step by step sheet for students with suggestions on backing up their files.
5. **Password Process:** There is a form students fill out when they come in and need their passwords reset. The student signs and so does the tech that changed it. We still need to come up with a solution for Distance Ed students who need assistance with passwords or logging into various systems.

Adjourn: 3:55