TRF Classroom Technology   Team Meeting

Date: **4.13.05**   **Time:**   **12n**
Location: **FBM**

Chair: **Dennis Sevigny**   **Recorder:**   **Dorinda Sorvig**
Members Present: Dennis Sevigny, Dorinda Sorvig, David Olsen

Members Absent: Jeff Thomas, Dexter Gonsorowski, Richard Chapman, Earl Fraser
Guests: Stacey Hron

Team Minutes

Agenda item #1:	Faculty Survey	**Presenter:**	Dennis S.

Discussion: There were no glaring needs turned in. DVD's were listed most. There is now a doc (pad) camera in all three ITV rooms on campus.

Conclusions: List of needs/requests will be summarized. ITS will provide rotation list of projectors and computers for classrooms.

Action items	**Person responsible:**	**Deadline:**
✓ Summarize survey results.	Jennifer Sundberg	Apr. 18
✓ ITS will provide projector and computer rotation list.	ITS - Dave O.	Apr. 18
✓ Compare rotation lists with faculty requests and develop list of needs to be prioritized.	Dennis S.	Apr. 20
✓		

Agenda item #2:	Action plan	**Presenter:**	Dennis

Discussion: We need to fill in the template with this sub-committee's strategies.

Conclusions:

Action items	**Person responsible:**	**Deadline:**
✓ Review last year's plan and make appropriate changes, deletions, additions. Then send to committee for comments, suggestions, etc.	Stacey & Dorinda Dennis	Apr. 18
✓		
✓		
✓		

Agenda item #3:   **Presenter:**

Discussion:

Conclusions:

Action items	**Person responsible:**	**Deadline:**
✓		
✓		
✓		
✓		

Agenda item #4:   **Presenter:**

Discussion:

Conclusions:

Action items	**Person responsible:**	**Deadline:**
✓		
✓		
✓		
✓		

Other Information

Resources:

Special notes: