

# Meeting Minutes

<b>Meeting Title:</b>	Technology Committee		
<b>Meeting Scope:</b>	Continuing Discussions		
<b>Time:</b>	6:30pm – 7:45pm	<b>Location:</b>	Activity Center
<b>Meeting Date:</b>	February 15, 2010		
<b>Participants:</b>	✓ = Attendees		
	<b>Name</b>	<b>Name</b>	<b>Name</b>
	Mike Pinter ✓	Sara Schoepke ✓	Lori Baird - excused
	Terri Lancour ✓	Sr. Margaret ✓	Andrea Clapp ✓
	Cory Militzer ✓	Jeff Zott ✓	
<b>Facilitator:</b>	Terri Lancour		

## Opening Prayer

Volunteer ~ Sr. Margaret

## Opening/Standing Reports

Agenda Item	Time	Responsible Person(s)	Outcome

## Old Business

Action Items	Responsible Person(s)	Outcome
Surveys for tech plan	Terri	Terri received comments from Lori and Sister about tech. survey; Sara sent copy of Waterford survey after meeting
Web locker in-service teachers so far	Terri	Would like to provide another training session; check on Lori's availability for 2-26 or after school (3:15). Sara will email Lori to discuss training thoughts Students will also need to be trained.
Pocket Lunch	Terri	Laptop needs to be setup for Pocket lunch; Pocket Lunch needs to be installed; After meeting it was decided that Terri would purchase another wireless router for the cafeteria instead of installing a raceway Teachers will do the scanning so they will need to be trained. 2 – 3 weeks needed before roll out of scanning procedure.
Software purchase for pig roast	Terri/Mike	Decided that we could not manage / host software for pig roast. Discussed other options for the Pig Roast committee. Will recommend Google Apps to share data. Mike will assist Pig Roast committee with this project.
Purchase picture software for slide shows	Terri	Terri will purchase license for full version of slide show software. \$50

## New Business / Key Dates

Item	Due Date	Completion Date	Outcomes
Wireless connection upstairs			Terri replaced wireless (N) connection upstairs that was failing. Pre-K room has a synchronization issue. Have asked teacher to take screen shot of error so that Terri and Mike can trouble shoot the problem.
Laptops			Laptops are starting to fail; wireless B connections; recommended that we purchase new laptops priced at \$429 – 500 (w/ Windows 7 license) wireless N, led monitor extended warranty, 3 gb, etc. Put a wireless hub in each room so that each room has its own wireless access point. It was recommended that Terri purchase 10 -15 new laptops for teachers; create a replacement cycle so that all laptops don't fail at one time. (This will be a summer project)
Ipower renewal due now			Renew Ipower for 3 years
Symantec renewal due now			Terri will investigate cost of Symantec vs. AVG Business Edition for server coverage, and go with lowest price; protect machine using Microsoft Security Essentials (free)
Promethean implementation			Boards were added in the 8 <sup>th</sup> , 7 <sup>th</sup> and 4 <sup>th</sup> grade rooms. Teachers are moving forward in their use of the boards; some will take classes this summer to advance their knowledge
Projector Filters			Committee was reminded that projectors have a filter and it needs to be cleaned periodically to extend the life of the bulbs.
Google Apps for Education			Discussion about the product; will setup a pilot group of committee members and teachers to test product.
Copier			On hold; Mike needs to investigate parish and their needs; committee thinks there should be a more cost effective option. Church has a document feed scanner, would this serve purpose of archiving records?

(Potential topics for future meetings)

 **Next meeting date: Tuesday, April 13**