

Meeting Minutes

Meeting Title:	Technology Committee		
Meeting Scope:	Discuss Summer Technology Plans & Schedules for Deployments		
Time:	6:30pm – 8pm	Location:	Activity Center
Meeting Date:	August 11, 2009		
Participants:	✓ = Attendees		
	Name	Name	Name
	Mike Pinter	Sara Schoepke	Lori Baird
	Terri Lancour	Sr. Margaret	
Facilitator:	Mike Pinter & Sara Schoepke		

Opening Prayer

Sara Schoepke

Opening/Standing Reports

Agenda Item	Time	Responsible Person(s)	Outcome

Old Business

Action Items	Responsible Person(s)	Outcome
Promethian board installation – discuss plan and progress	Terri, Sr. Margaret	Installation will occur on Saturday, August 15
<u>Office 2007 Upgrade</u> – discuss progress	Terri	Terri placed the order; is waiting on the installation key; part of payment will be reimbursed from the Microsoft settlement, remaining bill will be paid out of technology funds Terri will order 5 more copies of Expressions to made school legal at cost of \$50/license.
<u>PC Reimaging</u> : Discuss progress and plan	Mike & Terri	8/13 – Mike and Terri will experiment with SysPrep to see if this will work as an imaging solution. Terri needs to have all machines, excluding classroom machines imaged by Friday, August 21
<u>Photo Archive / Picasa</u> – will discuss implementation plan	Sara & Terri	Terri and Sara will setup the organization in the first weeks of school and draft a handout for teachers that will disseminate the new procedure and organization
Pocket Lunch	Terri, Sr. Margaret	Will be implemented at the start of school

New Business / Key Dates

Item	Due Date	Completion Date	Outcomes
Parent Emails			Discussion on parent emails and setting up groups for all school parents as well as grade level groups

Parking Lot

(Potential topics for future meetings)

- **WebLocker** (student web storage): will discuss with staff and implement 2nd semester. 5th – 8th grade?
- **Tech. Plan** rewrite due September 2010

• **Next meeting date: Tuesday, October 13**