

**Desktop Task Force
Minutes
February 8, 2006, 2:00 PM**

In Attendance: George Jones, Robert Ward, Scott Horne, Mark Werner, Jon Barclay, Gerald Bunker, Gordon Campbell, Gordon Hayden, Brett Mckeachie, Adam Fisher, Ben Burk, Robert Archuleta, Shawna Holter

1. HP Presentation Steve Robinson

CEW Representative showed features of new Notebooks and Desktops and WSCA Pricing for those.

2. WEBCT – Adam Fisher

The week before each semester starts, students/courses will be imported into WEBCT and this will happen the next three weekends after that semester starts. If a student isn't showing in WEBCT, contact Adam and he will try to import him/her if they missed the weekly import.

Crafty Cintax was talked about for a live chat for departments to use on their webpage. It is open source and will be free to use. For more information, talk to Brett or Adam

3. Zen Report - Jay Jones

Jay went over Information on machines already imported into ZEN and Timeline for ZEN 7 Upgrade was covered. For any information about this talk to Jay or Brian. Many computers are showing up with old name standard. We need to get our computers renamed to use ZEN and WSUS services.

4. MS Office SP2

Make sure that every Office installation in your areas has the newest service packs available. Microsoft had a law suit and everything must be updated to be compliant, Office 2003 SP2 and Office XP SP3. Make sure to update all your CDs with the newest version.

5. Other

Power on campus is being worked on the 26th of Feb. Make sure that ALL machines and devices in your areas are turned off and unplug everything possible. Doing this will save us work of replacing hardware after it happens.

Follow up on last Assignments:

JoAnn: The request for Adobe products to be added to order form was not allowed.

Assignments:

1. George will talk to Business Office about getting the software list online updated George will look at SATA2.
2. JoAnn will get MS Office 2003 SP2 and Office SP SP3 on TECH.
3. JoAnn will have an email sent out announcing power outage Feb 26 and a UVLINK announcement.

Meeting adjourned 3:00 PM

NEXT MEETING: Wednesday, March 8, 2006