Computer Team Agenda

Thursday, December 15, 2022 at
1:00p.m.

Introductions

Please state your name and your Computer Position

Attendees: Melissa Pappas, Diane Anastos, Gary Laskowski, Keri Levin, Terry Hogan, Michelle Newell, Derrick Malone, Andrew Ward, Youa Thao

Updates from Administrators:

- Cleveland: **No problems to report.**

- Dunedin: **No admin in attendance.**
- Hamline: **No problems to report.**
- Montreal: **No problems here. Computers have been updated.**
- Wabasha: **No problems here. There was a minor issue with Edge browser on the resident account.**
- Ravoux**: No problems except with the office computer. It is very slow and froze up.**
- Seal: **Computers are working fine.**

Update from Computer Peers:

- **Closed Helpdesk Tickets**
- o Melissa Pappas: Reset the router at Ravoux. The Internet should be working fine now. Made sure the printer was on the network and working with the computers. Did the same at Front. Their Internet is working now. They have one computer that isn't working. It appears to be either missing or damaged memory or a problem with the motherboard. I did open that computer up but couldn't see any problem and didn't have time to take it apart more. Neill needs a new printer. The roller was damaged when they tried to remove a paper jam. It now will not pick up paper from the bottom tray and it jams when the single sheet tray is used.

- o Michelle Newell: Mt. Airy May still have computer issues. Their computers are connecting to Faronics. Derrick will look into this.

- **New Tickets**
- o Diane Anastos: No new tickets except for Front and Mt. Airy.

Updates from IT Contractor

Derrick Malone:
There will be employee trainings held at the family sites next month. McDonough has two monitors that might need replacement. One computer there might need replacement too. There are plenty of headsets at Mt. Airy. McDonough needs a few more.

<u>Updates</u>

Diane Anastos:

Only two people signed up for the digital literacy classes in November.

No other updates.

Youa Thao:

A reminder was given to submit your logs monthly when you get your stipend.

If someone is interested in being a Computer Admin they will be given some time to see if they want to commit to the position before giving them training. The new admin should not get a stipend before training and before they actually start the position.

Next Meeting: January 26th at 1:00p.m.