

IT Advisory Committee

11/15/19 meeting notes

- Dave will try to identify a basic survey for us to use to assess needs and equipment.
- Lyn will deploy the survey through the communicators network where possible, copying the institute's leader. Timing will precede the first roundtable and will be the lead topic for the roundtable.
- Dave and Liz will research help desk companies, including Parasol Alliance and Christian Brothers Services.
- Lyn will develop a draft list of tools and tips we would like to include on the website and send for feedback.
- Lyn will draft a proposal for the monthly IT roundtable and send for feedback.

Agenda for next meeting

- Finalize survey
- Finalize monthly IT roundtable proposal and schedule
- Finalize list of tools and tips for website and assign development or procurement of each
- Report out on researched help desk companies