From: Roberts, Rebecca
To: Hale, Lynn; Greenall, Harry; Carlisle, Andrea; Cardenas, Lynne; Rodriguez, Tony; Watkins, Paul; Gipson, Sheri; Roberts, Rebecca; Weise, Melanie; Isaac, Brian; Jarmon, Karol; Stubbings, Tiffany; Woods, Charlene; McCradic, Danielle; Myers, Bob; Cook, Tony; Lee, Kim; Bell, Stephen; Keith, Elaine; Kilchenstein, Jim
CC: Steele, Joanne
Sent: 9/24/2013 10:57:56 AM
Subject: EIC Meeting minutes 0924

Attendees
Lynn Hale; Harry Greenall; Andrea Carlisle; Bob Myers; Stephen Bell; Lynne Cardenas; Tony Rodriguez; Paul Watkins; Sheri Gipson; Rebecca Roberts; Tony Cook; Kim Lee; Melanie Weise; Brian Isaac; Karol Jarmon; Tiffany Stubbings; Charlene Woods; Danielle McCradic;
Phone – Jim Kilchenstein; Elaine Keith;

Action Items
- Miguel will document best practices for securing flash drives and laptops at DL locations after hours
- Charlene to forward best practices to Lynn and Bob for Thursday training
- Miguel to add column for cell phone serial number for equipment tracking
- Harry to document steps for cleaning flash drive and hard drive for Job Aid
- Steve Bell to obtain 25 laptop bags

Status
- Macro to automate copy from laptop to flash drive has been created
- Copying from flash drive to CSR station will have to be manual due to encryption – to be included in training manual
- Macro to erase data from laptop and flash drive is completed
- OGC has approved template for temporary election document
- Secretary of State has provided the number of # units to send to San Antonio/El Paso/Marathon – but didn’t provide specific locations
- Facilitators and System Managers coming on Thursday

Testing and Configuration
- Harry and Kim completed configuration for IT QA and Tech Solutions UAT
- Tiffany finding small issues with prompts or errors when first starting up Word and Excel – will communicate to Dawn
- Miguel to execute security test following QA
- Harry awaiting approval from UAT/QA before configuring the other laptops
- Harry to document steps for cleaning flash drive and hard drive for Job Aid.

Equipment tracking
- Add cell phone to the list of equipment to include in box out to location
- Steve Bell to obtain 25 laptop bags
- SOS has everything labeled, even USB cables; MOU contains the list of items that SOS is tracking
- Tech solutions is providing DPS Admin numbers for each set of equipment; each piece within the set has the same Admin number.
- Miguel to add column for cell phone serial number for equipment tracking
Use the links to learn more about IT Governance, Project Management Office, Business Analysis, and the services we provide.