**Standard Operating Procedures Working Group Meeting**

Thursday, April 28, 2016

2:00 PM- 3:00 PM, PL-2107

**AGENDA**

1. Pervious Working Group Meeting Review (David Nimri)
   1. Minutes
   2. Communication Tools Update
   3. SOP Documentation Site
      1. Standards Update
      2. Naming Convention
      3. Minutes
      4. Use
2. Communication, Information and Evaluation (Group Discussion)
   1. Customer Communication
      1. Before
      2. During
         1. Stickie evaluation
      3. After
   2. Admin rights
      1. How many users have admin rights
   3. Computer Purchase
      1. Last call
   4. Inventory
   5. Windows 10
      1. Evaluate & Recommendation
      2. Best practice for Deployment
      3. Timeline for implementation campus wide
   6. 2017 Purchase Planning
3. Other (David Nimri)