**Standard Operating Procedures Working Group Meeting**

Thursday, May 26, 2016

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

**AGENDA**

1. Pervious Working Group Meeting Review (David Nimri)
   1. Minutes
   2. Update
      1. Communication Tools
      2. Computer purchase
   3. Update SOP Documentation Site
   4. Communication
      1. Stickie evaluation
      2. Situational answer
   5. Inventory
   6. 2017 Purchase Planning
2. New Topics
   1. Communicating the SOP
   2. Backups
      1. Methods
         1. Backup repositories
         2. software
      2. Process
         1. New System Upgrade
         2. In place upgrade
         3. System Failure
      3. Hold times
         1. Systems / Drives
      4. Repurpose or disposition of systems
3. Other (David Nimri)