**Standard Operating Procedures Working Group Meeting**

Thursday, June 23, 2016

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

**AGENDA**

1. Pervious Working Group Meeting Review (David Nimri)
   1. Minutes
   2. Update
      1. Computer purchase
   3. Update SOP Documentation Site &
   4. Communicating the SOP
   5. Communication
      1. Stickie evaluation
   6. Inventory
   7. 2017 Purchase Planning
2. New Topics (group)
   1. Previous topic: Backups for In place Upgrades
      1. Repurpose or disposition of systems
      2. 90 Day Accounts (Dr. Torner)
   2. Accessing Enterprise Systems
      1. Dedicated Desktop?
         1. Separate machine to connect to servers
      2. Dedicated Accounts?
         1. Separate account to connect to servers
   3. Backing up user desktops en mass
      1. Software options
      2. Repository options
         1. Cloud
         2. Datacenter
      3. Security, Access and hold times of backups
3. Other (David Nimri)