**Standard Operating Procedures Working Group Meeting**

Thursday, July 28, 2016

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

**AGENDA**

1. Pervious Working Group Meeting Review (David Nimri)
	1. Minutes
	2. Update
		1. Retention Policy
		2. Transfer of drives to ISO process for degauss
			1. <https://docs.google.com/a/csusb.edu/forms/d/1XUyT_Y3BDjJWSiF-vHlv-lVr6ImQW3n0r9w_gaeSuEM>
		3. Transfer of drives for forensic purposes is done via physical form
	3. Inventory
	4. Strategic Planning implementation draft
2. New Topics (group)
	1. Communication
		1. Stickie
		2. Quarterly Tech Meeting
		3. Techs presentation at TSC
	2. Wireless
		1. CSUSB Access replaced with CSUSB-Guest for open access
		2. Long term guests, placed on eduroam: username@guests.csusb.edu
		3. Need Naming Convection for Clear Pass
			1. Department owned devices need to be re-named to get on eduroam
				1. Simpler than pc naming convention, for example:

<deptname\_device>@devices.csusb.edu

ITS-TRC-IPAD@devices.csusb.edu

* 1. Quarterly purchase cycle
		1. Process & Timelines
		2. Memo & Meetings
1. Other (David Nimri)