**Standard Operating Procedures Working Group Meeting**

Thursday, 1 September, 20016

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

**AGENDA**

1. Pervious Working Group Meeting Review (David Nimri)
   1. Minutes
   2. Updates
      1. Wrapping up Retention Policy
         1. Forensic backups?
         2. Drive orders
      2. Wrapping up Communication
         1. Slack (8 Sep)
         2. Sticky Last chance
      3. Quarterly Purchase Cycle (20% rule)
      4. Proof Point
2. New Topics (group)
   1. Administrative Privileges
      1. Procedure once approved
   2. Backups
      1. Campus wide
      2. Methods, software and repository
   3. Getting to know each other
      1. College document (services, systems, SLA’s, etc) at TSC
      2. Walking a mile
3. Other (David Nimri)