**Standard Operating Procedures Working Group Meeting**

Thursday, 1 Dec, 2016

3 PM- 4:00 PM, PL-2107

**AGENDA**

1. Pervious Working Group Meeting Review (David Nimri)
   1. Updates
      1. Retention Policy – Drives delivered
      2. Wrapping up Communication (Slack, Sticky delivery Fri Dec 2nd & maintenance)
      3. SOP website
2. Current Topics (group)
   * 1. Contact Info
     2. Software standards on all desktops:
        1. Adobe Reader
        2. Adobe Air
        3. Adobe Flash Player
        4. Adobe Shockwave
        5. SPSS 23
        6. iTunes
        7. Java
        8. Office 2013
        9. VLC
        10. Adobe Reader
        11. Chrome
        12. Firefox
        13. Google Earth
3. Other Topics (group)
   * 1. Faculty web Pages
     2. Patching cycle at colleges
     3. Backups
        1. Campus wide: Methods, software
        2. repository
     4. Getting to know each other
        1. College document (services, systems, SLA’s, etc) at TSC
        2. Walking a mile
     5. UEFI/Bios Password on new machines