**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