Kirkwood Community College Progress Meeting Notes

October 18, 2006:

Progress, general open issues and action items:

- RAD equipment:
  - Foundry and Dascom will work to resolve the jitter buffer issues and any others that crop up.
  - Bill Facklam from Dascom will contact Mark Zuber on Wednesday, October 18th to begin working on issue resolution. Bill will work with RAD personnel when needed for additional expertise.

- Classroom builds:
  - Phil Meaney updated the team on progress of classroom builds. This task is approx. 40% complete. (4) Classrooms are 90% complete and (5) classrooms are 50% complete. The (2) remaining classrooms have not been started.

- Renovo:
  - Tim Weishapple will contact Tim Skaja to inform him that Kirkwood desires their Renovo training the week of November 6th.
  - Renovo has been contacted and they will get in touch with Phil Meaney to schedule. Renovo would like to do the training early in the week (Monday or Tuesday).

- Go Forward Strategy:
  - Beginning Thursday, October 19 Dascom and appropriate manufacturers personnel will work to resolve the networking issues identified by Kirkwood staff.
  - The week of November 13th starts a beta test for 5 sites currently being serviced by microwave. Dascom will be on site to install necessary equipment and test. Classes will not be affected, as existing service will run in parallel. This is being conducted to work out any issues in advance of remaining installations and test and turn up.
  - December 8th is the beginning of work to complete installations and test and turn up entire network.
  - Successful start up of classes for spring semester (January, 2007).

- Dates of future progress meetings:
  - November 1, 2006
  - November 15, 2006
  - November 29, 2006
  - December 13, 2006
  - December 27, 2006
  - Telephone number to call: (866) 809-4014 / code: 578 1220
  - 10:00 am (CDT) – 11:00 am (CDT)
Submitted by: Tim Weishapple