Kirkwood Community College Progress Meeting Notes

September 20 2006:

Progress, general open issues and action items:

• Kirkwood network readiness:
  - Dascom will contact Dave Maley for information if questions arise.
    Telephone numbers are: (319) 398-5899 x5801, cell: (319) 310-596

• RAD equipment:
  - Dascom will dispatch Bill Facklam to the Cedar Rapids campus on Monday, September 25th to work with Mark Zuber on configuring the RAD equipment.

• Delivery of balance of equipment:
  - The balance of DL Navigators and wall camera mounts is targeted to be shipped from Dascom to Kirkwood by Friday, September 22nd.

• Classroom builds:
  - Phil Meaney updated the team on progress of classroom builds. This task is approx. 30% complete.
  - Tim W. will get (22) IR emitter eyes to Phil Meaney for installation in all classrooms.
  - Phil will build the new classrooms first. Starting around December 8th the existing classrooms will then be installed.

• Renovo:
  - Tim Skaja reports that the Renovo software installation will be complete by Friday, September 22nd.
  - Renovo will provide initial training to Kirkwood via Webex conferencing. Tim Skaja will work with Kirkwood to schedule.
  - Joe Sippl and Tim Skaja will work with Kirkwood on completing site name verification for scheduling and site names that will be displayed on DL Navigator buttons.

• DL Hub readiness:
  - 100% completed

• Back to back V-Brick codec/ICN linkage:
  - Kirkwood will continue to meet with ICN on the availability of this linkage.
  - Discussion has started between Renovo and Dascom as to a down the road strategy in the event there is no resolution with ICN. More discussion on this to follow.
• Training:
  - Both training for Renovo and DL Navigator administration will be some time the first part of December.

• Foundry Equipment:
  - Foundry will conduct a meeting with Kirkwood staff on October 2\textsuperscript{nd} to plan for network installations.

• Dates of future progress meetings:
  - October 4, 2006
  - October 18, 2006
  - 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