Kirkwood Community College
Daily Project Report

- Dascom has received notice that the shipment of Foundry upgrades will arrive on Monday, December 11th. They are being shipped via FedEx.
- Matt Oliver will coordinate the deployment of upgrades with Dustin and Rick from Dascom beginning on Tuesday, December 12th.
- Dascom technicians will arrive on Monday to continue work in classrooms and then assist in the deployment of Foundry upgrades starting Tuesday, December 12th.
- I have attached a copy of the classroom check out sheet we will use as we turn up and verify each classroom. Dascom will follow this procedure:
  - Initial check out of each classroom. If there are discrepancies that require Kirkwood to complete before Dascom can do a final check out....Dascom technicians will note them on the sheet and make sure Phil Meaney is notified promptly.
  - Fill out form completely during final check out and get a copy to Tim Weishapple for submittal to Kirkwood and filing.

Please Note: We will have a telephone conference call at our regularly scheduled Wednesday, December 13th due to the postponement of the Marion and Resource Center cut over. Please mark your calendars for this change.
  Telephone number: (866) 809-4014
  Code: 578 1220