Kirkwood Community College Progress Meeting Notes

October 4, 2006:

Progress, general open issues and action items:

- RAD and Foundry equipment:
  - Bill Facklam from Dascom has worked with Mark Zuber developing procedure to configure equipment.
  - Foundry will begin Tuesday, October 10th their first installations.
  - Foundry will continue to install one or two per week every Monday.
- V-Brick Configuration:
  - Dascom has put together a document outlining the configuration process for use setting up V-Brick equipment for this project.
  - This document will be an attached to this meeting note submittal.
- Delivery of balance of equipment:
  - One remaining camera has been received at Dascom and will be shipped to Kirkwood on October 4th.
- Classroom builds:
  - Phil Meaney updated the team on progress of classroom builds. This task is approx. 30% complete.
  - Phil will build the new classrooms first. Starting around December 8th the existing classrooms will then be installed.
  - Dascom will coordinate a schedule with Phil to install DL Navigators in existing classrooms starting December 8th.
- Renovo:
  - Tim Skaja reports that the Renovo software installation will be complete by Thursday, October 5th.
  - The issues and questions raised today is a result of software is not being fully loaded.
  - Renovo will provide initial training to Kirkwood via Webex conferencing. Tim Skaja will work with Kirkwood to schedule for early November.
- Back to back V-Brick codec/ICN linkage:
  - Kirkwood will discuss internally within the next couple of days.
  - Jay Dalton will work with Kirkwood to order any necessary equipment for a back-to-back codec solution.
- Training:
  - Dascom will stay on track to schedule DL Navigator training administration for later part of December.
- Dates of future progress meetings:
  - 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