Inventory Meeting Kick-Off

Attendance:
Darren Zabloudil
Dana Lighthall
Craig O’Brien
Joe Taylor
Kris Tharp
Jon Neff

Scope of project: Every device that we support (size and cost) we need to track and have in our new centralized database.

Timeline: Start with one building (Neilsen Hall) – Xmas as a goal then review the data and the timeline.

Meeting Goals: Create the worksheet that will be used by the new workstudy to capture the needed data.

Have Dustin verify the data that is only Joe’s Excel spreadsheet for projectors. Doc located at J:\Shared\AV Services\projector inventory.xls
The computer data (Dana and Darren) will be gathered via a software package and Dustin will need to verify the equipment and what room it is in.

Suggestions for gathering info: laptop, flash light, list of needed data, bar coding?, key
Dana (GM), blue shirt,

Meeting with Facilities to better understand how Inventory Direct works- Kris