



# Technology Planning Meeting

## MINUTES

09/29/09

11:00 AM

1W22

MEETING CALLED BY	D. Fanning
TYPE OF MEETING	Planning
FACILITATOR	D. Fanning
NOTE TAKER	D. Fanning
TIMEKEEPER	D. Fanning
ATTENDEES	

<u>Name</u>	<u>Title</u>	<u>Telephone Number</u>	<u>E-Mail</u>
Randy Asher	Principal	(718) 804 – 6504	<a href="mailto:dfanning@schools.nyc.gov">dfanning@schools.nyc.gov</a>
David Fanning	APO	(718) 804 – 6504	<a href="mailto:dfannin@bths.edu">dfannin@bths.edu</a>
Randell Barclay	AP Technology/Physics	(718) 804 – 6574	<a href="mailto:rbarclay@bths.edu">rbarclay@bths.edu</a>
Brian Cosgrove	Alumni Foundation Consultant	(718) 804 – 8501	<a href="mailto:bcosgrove@optonline.net">bcosgrove@optonline.net</a>
Gavin Sukhai	Head Computer Tech BTHS	(718) 804 – 6543	<a href="mailto:gsukhai@bths.edu">gsukhai@bths.edu</a>
Park Fung	Teacher	(718) 804 – 6574	<a href="mailto:pfung@bths.edu">pfung@bths.edu</a>

### Agenda topics

11:00 – 11:30 AM

#### COMPUTER ISSUES

D. FANNING

<b>DISCUSSION</b>	The committee conducted a roundtable discussion of open computer issues facing the school at the Beginning of the school year.
<b>CONCLUSIONS</b>	The following issues were identified
	1) All computer labs are experiencing a problem with their IP addresses. Mr. Sukhai reports that this issue is caused by the increase in computer labs in the school. The DOE infrastructure only accommodates a certain number of labs. We have exceeded this number. Mr. Sukhai indicates that the issue is currently under review by the DOE to increase the infrastructure to support our current number of labs.
	2) Inventor needs to be installed locally on all DDP machines. Mr. Sukhai reports that this is underway. BW22 is already completed and the other labs will be completed on a rolling basis.
	3) Deep Freeze has been replaced by Steady State, a newer more robust system.



11:30 AM – 11:35 AM

**TECHNOLOGY SQUAD**

G. SUKHAI

<b>DISCUSSION</b>	Mr. Sukhai announced the opening of room 7N7 as the office for the Technology Squad. The Technology squad will man a drop in center where staff can report technology related issues. The students will record the information and the team will be dispatched at Mr. Sukhai's direction.
<b>CONCLUSIONS</b>	The Technology Squad will operate 7N7 during periods 4-7.

11:35 AM – 11:45 AM

**BOOK DISTRIBUTION**

R. BARCLAY

<b>DISCUSSION</b>	Mr. Barclay indicated that book distribution went well this year but requested that the departments have Greater access to data to allow for better planning on distribution.
<b>CONCLUSIONS</b>	The committee concluded the following: <ol style="list-style-type: none"> <li>1) Mr. Fanning will review Hayes data with Mr. Abraham on 9/30/09 and will release data as soon as possible</li> <li>2) Mr. Fanning will facilitate a review of all departmental book rooms, ideally the departments will:             <ol style="list-style-type: none"> <li>a) Be reduced to one main distribution/collection center</li> <li>b) Remove all extraneous titles to maximize storage in the main rooms.</li> </ol> </li> </ol>

11:45 AM – 12:00 PM

**TECHNOLOGY LIAISONS**

G. SUKHAI

<b>DISCUSSION</b>	Mr. Fanning discussed how successful the Technology liaison program has been. All departments Would benefit from a technology liaison. The departmental liaison would ideally sit on the technology committee and Advise as to departmental needs.
<b>CONCLUSIONS</b>	Mr. Fanning will request that each of the departments invite a liaison to the next committee meeting.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Next committee meeting 10/27/09, 11:00 AM, Rm. 1W22	All	10/27/09
Review infrastructure problem with all student labs. Resolve issue with DOE.	G. SUKHAI	10/27/09
Install inventor locally on all machines.	G. SUKHAI	10/27/09
Distribute HAYES Book Data to all departments	D. Fanning	10/05/09
Conduct book room reviews for all departments	D. Fanning	10/27/09
Invite other departments to send departmental liaisons	D. Fanning	09/30/09
Conduct needs analysis of departmental needs	Technology Liaisons	10/27/09