



# Technology Planning Meeting

## MINUTES

10/27/09

11:04 AM

1W26

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>
David Fanning	APO	(718) 804 – 6504	<a href="mailto:dfanning@bths.edu">dfanning@bths.edu</a>
Randell Barclay	AP Technology/Physics	(718) 804 – 6574	<a href="mailto:rbarclay@bths.edu">rbarclay@bths.edu</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>
Macrae Maxfield	Teacher	(718) 804 – 6560	<a href="mailto:mmaxfield@bths.edu">mmaxfield@bths.edu</a>
Randy Levadas	Teacher	(718) 804 – 6531	<a href="mailto:rlevadas@bths.edu">rlevadas@bths.edu</a>
David Newman	Teacher/HS Coordinator	(718) 804 - 6428	<a href="mailto:dnewman@bths.edu">dnewman@bths.edu</a>

### Agenda topics

11:04 – 11:10 AM

#### REVIEW OF MINUTES

D. FANNING

<b>DISCUSSION</b>	The committee reviewed the minutes from last meeting
<b>CONCLUSIONS</b>	The minutes were adopted as written



11:10 AM – 11:40 AM

**REVIEW OF ACTION ITEMS**

G. SUKHAI

<b>DISCUSSION</b>	Mr. Fanning facilitated a review and report of the action items from last meeting	
<b>CONCLUSIONS</b>	The Committee reported as follows:	
<b>Review infrastructure problem with all student labs. Resolve issue with DOE.</b>	<b>G. SUKHAI</b>	<b>10/27/09</b>
Gavin reported that DIT had reported that all known issues have been resolved by 10/5. Mr. Fung reported that		
The problems still persist in BW22, 3N6, BN8, 2E20, 2N8. Gavin indicated that this was the first he was informed but		
That he would work to resolve. Fanning requested that he and Gavin be notified of any computer issues to ensure a		
More timely resolution.		
<b>Install inventor locally on all machines.</b>	<b>G. SUKHAI</b>	<b>10/27/09</b>
Fanning suggested that based on the number of change orders and issues reported on the labs that the best		
Solution would be to re-image all of the labs. Mr. Fung agreed to conduct a needs analysis and send to Gavin and Fanning.		
Gavin agreed to set up an imaging schedule by 10/30/09 for the following week. Imaging would be done after school		
Hours to avoid room shut downs.		
<b>Distribute HAYES Book Data to all departments</b>	<b>D. Fanning</b>	<b>10/05/09</b>
Fanning reported that HAYES data had been sent to all departments. Fanning further reported that he		
requested an inventory of remaining books from each department. To date he has received a report from		
LOTE.		
<b>Conduct book room reviews for all departments</b>	<b>D. Fanning</b>	<b>10/27/09</b>
Walkthrough of Social Studies complete. All old books discarded. Walkthrough for Math scheduled for 10/26/09. Pending		
reschedule. Additional departments pending completion of Math.		
<b>Invite other departments to send departmental liaisons</b>	<b>D. Fanning</b>	<b>09/30/09</b>
All AP Supervisions invited to send representatives. LOTE, Social Studies, Science, Engineering and Physics were		
represented.		
<b>Conduct needs analysis of departmental needs</b>	<b>Technology Liaisons</b>	<b>10/27/09</b>
The Liaisons reported as follows:		
<b>Engineering (FUNG):</b> Old business, see items above		
<b>Science (MAXFIELD):</b>		
1) Quant Lab (3E6) – need 15 machines replaced/repared. Need internet and printer connection.		
2) Enviro Lab (3E12) – Needs analysis already conducted by Sukhai/Fanning/Cunningham.		
3) Chem Office (4S8) – Need new software installed (see MAXFIELD)		
<b>LOTE (LEVADAS)</b>		
1) Investigate the possibility of purchasing a larger laptop cart		
2) Bad battery in laptop		
3) Laptop too warm		
4) Teacher center in library cannot open PDF files		

