8/29/2016 - rn

**Timm’s list**

Remove Mike Grebe from Bradley Staff distribution list

August – reminder no parking rest of this month probably

Workstation set up for Renée N.

Refresher/review workaround for software restriction policy for Terri and Renee

Touch base with TF & RN at 4:45 regarding completion of projects for the day

**Projects**

Timm to draft roadmap for servers (retiring, additions, licensing)

We do not have a map with cable drops; consider this for a future project (2/10/16 tf)

**Pending**

WILL Phones – Mike Gordon to clean up the extensions, phones, dial peers, voicemails, etc.

InMagic – move it to the PaperVision server instead of using WB’s computer to host it.

PaperVision migrating old database to new (per Timm 2/17/16)

**Dates**

**Renee N**

Beginning and middle of the month – turn on laptop to ensure updates processed and unit is in good working order; notify TF all is good