Here the Draft minutes of the December 19th AILG IT meeting. Please send any corrections.

Attending: John Covert, Bob Ferrara, Pam Gannon, Scott Klemm, John Morgante, Brian Stephens, and Bob Xavier.

**11/21 Meeting Minutes:** These were reviewed and approved.

**Update on the Network Management Program:**  All houses have paid the new fees, and just a few still need to sign NMP form. Lots of closet checks were completed by John M., Sean and Scott while installing UPS equipment. Scoot is very pleased with the response and expects that virtually FSILGs should get rebates.

VOTE: The Committee voted unanimously that "Scott is empowered to rebate or withhold network inspection fees."

**UPS Installation Progress:** The installations are almost complete. l

* 38 units were installed in 29 houses. Overall the project took 11 work days.
* Four houses remain to be completed: pika, Epsilon Theta, AEPi, and PSK. PSK will be completed when they complete their wiring closet rebuild.
* Two houses need to be revisited: Zeta Psi, Sigma Chi; in order to reset the UPS equipment from 50Hz settings to 60Hz settings.
* Delta Tau Delta will be completed after their 8+ month renovation project, during which their network equipment will be stored by the FCI or IS&T.
* Picture of all the closets and a spreadsheet tracking the installs can be made available.

**ACTION ITEM:** Scott and John M. will continue to manage the installs and report back to the committee.

**Escalation Procedure Draft:** - Bob F drafted an escalation process similar to that of the Facilities Committee. This draft was reviewed and collectively edited.

**ACTION ITEM:** Bob F will consolidate team edits and prepare a final copy for publication on the website.

**IS&T/DSL Annual meeting:**  Pam has not yet scheduled this meeting. The two Bobs and Scott will be invited, along with IS&T reps. The goal is just to check in, take stock, and discuss any issues on the horizon, like equipment replacement.

**ACTION ITEM:** Pam will schedule this IS&T/DSL Annual meeting**.**

**SLI-like dashboard**: "Scott will get an estimate for creating an SLI-like dashboard code the NMP document signatures and the inspections" (and for ongoing purposes). After some discussion, the committee agreed that this plan does not make sense. The SLI dashboard is under separate governance and there is not a business case for creating a separate dashboard. Instead, it was agreed to create an IT Committee organization "locker” in the FCI documents database. Any documents that the committee wants to store can be stored and appropriate access can be granted.

* Only FCI Admins can add documents to the system, as of now.
* Group Officers will be empowered in the future.

Some concern was expressed for the public posting of AILG minutes that might contain internal information. When the new locker is created, the minutes will moved to the locker instead.

**ACTION ITEM:** Scott will create the IT Committee organization "locker”.  Once the locker is created, Bob F will move the IT Committee minutes to the locker and remove them from the web page.

**IT Committee web page**. <http://ailg.mit.edu/committees/information-technology-committee> was updated. Bob F consolidated the last few items on the page into a larger history page.

**Problem Access Points:** Problem WAPs in a handful of houses are still showing up at 100MB rather than the standard 1GB. The problem APs have all been rebooted and the problems remain. Scott will investigate the list of problem AP that Brian sent. Then Brian will rerun the diagnostics. If the problem persists, IS&T recommends that the affected AP cabling be replaced.

**ACTION ITEM:** Scott will investigate the list of problem AP that Brian sent.

**Other ideas/Concerns/Discussion Items**:

* Building Access Control/Security Solutions were briefly discussed: "nothing soon" will happen with this potential project. It is several years off to even consider adopting the MIT access control system.
* Closet Monitoring:
	+ Scott noted that the Fire Alarms typically create a depression in the ceiling mount, so that they are accidental early warning alarms for water damage.
	+ Bob X brought a live demo of the remote camera system being installed in the Berklee closets.
	+ John M/Scott noted that the UPS devices being installed have environmental temperature monitors built in. IS&T will monitor these for alerts. John suggested that 90 degrees might be an initial alert threshold. Scott indicated that he expected many wiring closets to exceed that over the summer months.

**Spring Meeting Schedule:**

* February 6th, 2:30 p.m. (AILG Board of Directors meeting is at 6 p.m.)
* March 19th, 2:30 p.m.
* April 16th, 2:30 p.m.
* May 21st, 2:30 p.m.

It is possible one or more of the later meetings could be cancelled if there is not enough business to discuss.

Cheers, Bob Xavier & Bob Ferrara , Co-chairs, AILG IT Committee