

**OPRA IT WORKGROUP MEETING AGENDA**

**Tuesday, October 4th, 2016**

10:30 a.m.

OPRA Office

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You have several parking options: front of the building on the street, front parking lot adjacent to the right of the building, lot behind the building, lot across the alley behind the building, other legal street parking.

1. Welcome
2. Follow up to last week’s meeting
3. Fall OPRA Conference – Gadget Room / House
   1. Items for the house
      1. Problem with the robot
   2. Review suggestion(s) from Committee
   3. Survey from OPRA Members
4. Spring 2017 OPRA Conference
   1. IT Track
      1. Topics
   2. Survey
      1. Try to do the live survey at main sessions (opening, lunch, etc.)
5. Best Practices
   1. Staff scheduling software / methods
   2. Past discussions – follow up:
      1. Help Desk Software
      2. BYOD
      3. Tracking facility / agency vehicles
         1. Scheduling of non-medical transportation
6. Group Purchasing – Update
7. Computer Replacement Plan
8. OPRA Newsletter?
   1. Revisit IT group having a section / article
9. OLD BUSINESS
   1. OPRA IT Workgroup
      1. Going Forward
      2. Meeting Format
      3. Membership
   2. Survey for members
      1. Account with PollEverywhere.com
      2. Questions from other Committees
         1. Is this still an option
10. Other Topics
11. Schedule: The November IT meeting is canceled. See everyone at the conference!