

Team Action Item List

for the IVC Project

Revised June 17,2009 Author: Chuck Brendel [Using Systems2win Word documents](#)

The Team Leader should maintain this list to remind Team Members of assignments they are responsible to complete. Each Team Member might also maintain his or her own To Do List – containing more details of personal responsibilities than need to be shared with the entire team.

#	Assignment	Priority	Who	Due Date	Status/Notes
1	Implementation of new controllers	1	C. Kleman	8/10/09	Chris to program, Meredith and Peter to install
2	Install HD technology	2	Team	8/10/09	
3	Documentation created for the classroom and communication of new controller system use	1	Team	8/19/09	To be shared at start of semester
4	Develop checklist and routine maintenance schedule				
5	More extensive training for evening supervisors				
6	Notification to Instructional Technology staff when back-ups are on vacation				
7	Update training for new controllers		D. Baus		
8	Modify fields on data collection database to include equipment tampering				
9	Investigation into tamper-proofing options				
10	Investigate and demo Polycom microphones				
11	Investigating new technology at major conference		Team		