

Automation Committee Agenda

Meeting Date: April 19, 2012
Time: 8:00 am
Location: Chief Judge Reade's Conference Room in Cedar Rapids
Judge Zoss' Chambers in Sioux City

Call in Bridge Number: 712-233-8933 Conference ID = 1128#

Agenda

1. WestLaw Password Change Required by April 5, 2012 for WestLaw OnePass
 - a. Secure passwords are required
 - i. IT staff will assist and document passwords
 - ii. Passwords must be 8 characters long and contain a character from three of the following four categories; lower case letter, upper case letter, number, and a special character (!, @, #, \$, etc..)
2. iPad and iPhone Operating System Upgrade Available to Version 5.1
 - a. IT staff will assist with upgrade at the users convenience
3. PC Software Upgrades to Windows 7 are in progress
 - a. Conversions are being scheduled throughout March and April 2012
4. New Courthouse
 - a. Courtroom Audio Visual Project
 - i. Cable installation completed March 6, 2012
 - ii. Existing courtroom tables to be delivered to the new courthouse on May 2, 2012
 - iii. Project is on target to be completed May 25, 2012
 - b. Local Area Network (LAN) Target Completion May 1, 2012
 - i. Network switch equipment has been ordered by the AO
 - ii. Network switch configuration meeting held installation contractor on March 5, 2012
 - iii. Electrical changes are needed and have been submitted to GSA for review/pricing
 - c. Internet Access/Wide Area Network (WAN/DCN)
 - i. Circuits for the new courthouse have been ordered by AO
 - ii. Contractor site visit was conducted February 24, 2012
 - iii. Local telephone service is to be installed by May 1, 2012
 - iv. Project is on target to be completed by June 1, 2012
 - d. National Internet Protocol Telephone System (National IPT)
 - i. Analog phone device has been requested from the AO to allow us to test this with existing fax equipment and telephonic interpreter system.
 - ii. Target project completion is September 1, 2012
5. Inventory Database Revisions
 - a. Jose is the project lead
 - b. Goal of the project
 - i. Provide automated transfer of equipment within the inventory program
 - ii. Update inventory interactive maps
 - iii. Organize data within the database prior to the move to the new courthouse
6. Next Automation Committee meeting scheduled for April 19, 2012