



Town Technology Committee Meeting

Town Technology Committee

Meeting Agenda

Wednesday, January 13, 2021 Noon – 1 pm

Fully Remote Meeting – Microsoft Office 365 Teams

Click the link – or call in.

Microsoft Teams meeting

Join on your computer or mobile app

[Click here to join the meeting](#)

Or call in (audio only)

[+1 617-404-4061,40481606#](tel:+1617404406140481606) United States, Boston

Phone Conference ID: 404 816 06#

[Find a local number](#) | [Reset PIN](#)

	January 13, 2021
Marynel Wahl (Chair)	
Peter Morin	
Nick Salvatoriello	
Warren MacCallum	
Matthew Power (Secretary)	
Stephen Peden (Vice-Chair)	
Bruce W. Graham	
Ken Asnes	



Town Technology Committee Meeting

1. Call to order
2. Approval of Agenda
3. Approval of Minutes
 - a. 9.30.2020
 - b. 11.18.2020
 - c. 12.16.2020 (Cancelled.)
4. Microsoft Team for our Committee
 - a. Documents, Calendar and chat
 - b. Project tasks
5. Committee Reports from breakout groups
 - a. O365
 - b. Town Tech –
 1. Add training for all boards who run remote meetings
 1. How to secure
 2. Standardization on product
 3. Changes to Teams from Zoom for everyone except BoS
 - c. Website
 - d. Standards
 - e. Policies/Security –
6. Discussions / Action Items
 - a. Greenpages report
 1. Excel spreadsheet – everyone please prioritize.
 - b. Proposals to move the Town to O365
 - c. Proposals for Town Technology Support
 - d. Internet Improvements – may snowball
 - e. Website improvements
 - f. Standards - Committee Charge - Prioritized Town Technology Action Item
List Create actions and assignments
 - g. Future Opening our Committee to Town suggestions and participation
7. Open items from previous meetings
8. Future items



Town Technology Committee Meeting

9. Action Item updates and review

10. Next Meeting

- a. Meeting scheduling
 1. Next meeting
 1. Wednesday, February 10, 2021
- b. Identifying any additional responsibilities

11. Adjournment