ID Card/ePRINTit Meeting Minutes
June 5, 2013

Attendees: Chien Shih, Hector Quinonez, Victor Baliguat, Susan Malmgren, John Vandercook, John Cognetta, Dennis Shannakian, Trung Thai, Jerrick Woo, Tom Roza, Joe Moreau, Ron Levine, Pam Wilkes, Linda Robinson, Daphne Small and Kari Elliott (note taker).

On conference call: Ray Taylor (Multicard), Chuck Hite (ePRINTit) and Mitch Pommainville (ePRINTit).

1. Status.
   - ID card technical specifications started.
   - Police department will print their own cards.
   - More information is needed for Palo Alto University ID cards.
   - Will email technical specs to team members.
   - First review – June 19, 2013.
2. Unplug cash stations and release stations August 12, 2013.
   - Will need to assess GoPrint printers for surplus.
3. Review Announcement Message (Print and ID card change).
   - Team members approve message.
   - Forward to marketing departments at colleges to send out to students.
   - Post at card shops and printers at each campus.
4. Review deployment locations.
   - Update maps; remove Middlefield location from Foothill map.
     - Middlefield has a release station, but does not use it (offers free printing to students).
     - Locations on maps identify release stations, not number of printers.
5. Driver Issue – updating labs.
   - ePRINTit will work with John Vandercook.
6. Refund process – need separate meeting to discuss.
7. Service contract – Total Care package.
   - Sent out to technical team.
   - Total Care package includes manufacture swap maintenance agreement for 3 years.
   - Travel and other related expenses are inclusive.
   - Does not include supplies.

Take Away Items:
1. Update deployment location maps.
2. Announcement to go out – college marketing departments.
3. Agree with ID card quote.