# Team Kanata

* Old machine
* Hardware
* Uninstall machine
* Wipe hard drive with low format software
* Put old hardware in storage
* Software
* Back up old user files
* New machine
* Hardware
* Check if we received all necessary parts to all computers
* Check if hardware is in working condition
* Install machines in their designated spots
* Software
* Install Operating System (windows 10 pro)
* Install office 365
* Install all required basic applications (pdf reader, file compressor, browser, etc.)
* Install antivirus/security software
* Insert machine into domain
* Install client-side software for the insurance business
* Set up network details (Proxy for example)
* Server
* Hardware
* Install server into place
* Software
* Install operating system (Windows server 2019)
* Configure server (domain, dhcp, dns, Active Directory)
* Install Server-side insurance software
* Install antivirus solution
* UPS
* Supervise the installation of the UPS by a third-party company

Nicholas

* Project manager
* Planning -> creating a timeline

-> determining how many people need to be hired (students, IT pros) based on the time we must complete the task and the total cost of hiring.

-> Determine the responsibilities of others in group, determined by their strengths with their knowledge.

* Executing -> determining cost of the project as the project is being carried out.

-> everyone will be supervised while carrying out tasks.

* Controlling -> timing, making sure we meet deadlines

-> if we cannot complete a task, the timeline will be fixed accordingly.

-> If something goes wrong, we will initiate the backup plan (restoring backed up work, putting the old machines back).

* Closing -> check in with client to make sure all requests have been met

-> ensure all work has been documented

-> ensure all work has been backed up for the clients in case server go down

Rodrigo

* Installation deployment
* Back up process - saving files to the server
* “critical path”

Jake

* Testing/Quality control
* Buy new machines and server key (server must be compatible with RAID5) SAS disk
* Purchase licences from Microsoft
* Selling old machines