Dec 20, 2023 | 🗓 Daily Sync Meeting with IT Interns

Attendees: Chris Jhon Lopez John Lloyd Yagon Olan Casumpang

Notes
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Action items
- [x] ~~JAMF Access~~
- [ ] Laptop Users (MNL, Cebu) <- Jamf
- [x] ~~Inventory update with station name~~
- [x] ~~Training Updates~~
- [x] ~~Make RFID's for the employee's~~
- [x] ~~Study SNIPE-IT~~
- [ ] Study Linux
- [x] ~~Set up MAC MINI (IT room)~~
- [x] ~~Laptop set up report~~
- [x] ~~Changing LAN Cables in Sales Department~~
- [x] ~~Rack Server Set-up / Cable Management~~
- [x] ~~Distribute the RFID~~
- [x] ~~Changing Desktop hostname thru JAMF~~
- [x] ~~SNIPE-IT Inventory~~
- [x] ~~Set-up New Mac Laptop~~
- [x] ~~Snipe it reporting~~
- [x] ~~Switching desktop in sales department~~
- [x] ~~Making Accountability forms~~
- [x] ~~FileVault Installation~~
- [x] ~~Make a Documentation on how to Install FileVault~~
- [x] ~~Make and Distribute RFID for new hires~~
- [x] ~~Updating the Software / Operating System~~
- [x] ~~Revised Snipe-It Inventory~~
- [x] ~~Make a Documentation on How~~
- [ ] Install or Update the Software
- [x] ~~Prepared the Data that needed to upload in snipe it~~
- [ ] Assign all deployed assets
- [x] ~~Track the user of every laptopSet-up Access Point(Conference Room)~~
- [x] ~~Buy Keyboards,Mice, and Laptop Charger's,~~
- [x] ~~Made a 'Master Data' for our Inventory~~
- [x] ~~Deploy the Laptop's from Vegas to Agents~~

- ☑ ~~Set-up 2 Access point on the new office (Bridge)~~
- ☑ ~~Set-up the Newly arrived Laptop's~~
- ☑ ~~Set-up the 2 Newly arrived Mac Mini's~~
- ☑ ~~Migrate Assets to the new office(Bridge)~~
- ☑ ~~Set-up Windows Laptops~~
- ☐ Enrolled all deployed Mac Minis

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