

Lunch&Learn 2018 Series

This page will be updated regularly with new presentations and recordings of sessions that you might have missed.

Do you have a topic you would like to see here? Do you have a skill to share that would be helpful to others in IT? Contact Carol Sobczak to get on the schedule! csobczak@maine.edu or ittraining@maine.edu

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Topic	Description	Presenters/ # of Participants	Date (all sessions Wed 12-12: 50)	Meeting URL	Recording URL (unedited)	Shared Documents
New Gmail Interface	Explore some of the new features of the new Gmail interface.	Carol Sobczak	Sept 26	https://maine.zoom.us/j/949762989	https://video.maine.edu/media/IT+LunchandLearn+New+Gmail/1_02gp5xge/85027501	
Kaltura: getting started	The simple side of creating a video and uploading it to media space... a very beginner's version	Carol Sobczak	Oct 3	https://maine.zoom.us/j/863705531	https://video.maine.edu/media/IT+Lunch%26LearnA+Getting+Started+with+Kaltura2/1_qxv6x4vz/85027501	
Break weeks – Sorry!	(Carol's at a conference, with no one to host...)		Oct 10, 17			
Cyber Security Month!	Join the ISO team for a discussion on security tools with a good chance for a Q&A. The ISO team will discuss items like two-factor authentication and tips when using LastPass. Bring your questions about CyberSecurity in IT, ,and any suggestions for security related tools you think would be valuable for US:IT to use.	Ben Grooms	Oct 24	https://maine.zoom.us/j/721495823	https://video.maine.edu/media/Cyber+Security+Month/1_pvrn4w8p/85027501	
Exploring Microsoft Teams	Take a look at this relatively new product from Microsoft and see what you think...	Carol Sobczak	Oct 31	https://maine.zoom.us/j/130430287	https://video.maine.edu/media/exploring+microsoft+Teams/1_tncj9gzs/85027501	
JIRA Kanban: Visualize Your JIRA Workflow	Need to streamline your workflow? Collaborate on your processes? Maybe JIRA Kanban can work for your team. Join me on an exploration of how to organize your JIRA tickets, and prioritize and simplify your workflow.	Corina Larsen	Nov 7	https://maine.zoom.us/j/326040831	https://video.maine.edu/edit/1_3a4w6bec/category/85027501	
PaperCut	What is PaperCut and who uses it? Queue architecture Printer broken - how do you disable a queue? Troubleshooting Printing - info available in PaperCut What PaperCut issues should be elevated to EUT?	Jen Watson	Nov 14	https://maine.zoom.us/j/642408537	https://video.maine.edu/media/2018+It+Lunch%26LearnA+PaperCut/1_7h1i3wek/85027501	
Break week – Thanksgiving			Nov 21			
Mac OS	software updates, NoMAD, Adobe distribution, etc	Eric Pomelow	Nov 28	https://maine.zoom.us/j/542626303	https://video.maine.edu/media/2018+IT+Lunch%26LearnA+Mac+OS/1_7y7fh1hs/85027501	

Tips for Effective Meetings	Are you inundated with meetings? Join this conversation on ways to streamline your meetings.	Carol Sobczak	Dec 5	https://maine.zoom.us/j/697694487	https://video.maine.edu/media/2018+IT+Lunch%26LearnA+Effective+Mtgs/1_1d1v57ai/85027501	
Windows Updates and the App Catalog	How are Windows Updates handled in USM AD vs UAD? Business Hours, Maintenance Windows and forced updates? Is a computer up to date and Update troubleshooting; Updating non Windows software and Software Center	Jen Watson	Dec 12	https://maine.zoom.us/j/284578420	https://video.maine.edu/media/Windows+Updates+etc/1_wg49ammf/85027501	
CABS: Team Overview	A review of the Campus Academic and Business Solutions department, including a rundown of the roles on the team, the applications we support, and the other services we provide.	John Brown	Dec 19	https://maine.zoom.us/j/298338909	https://video.maine.edu/media/CABS+Team+overview/1_5psahf3l/85027501	
Break weeks – Happy Holidays!			Dec 26, Jan 2			
Working with JIRA Service Desk: Workflow changes		Eva McLaughlin	Jan 16	https://maine.zoom.us/j/244903069	https://video.maine.edu/media/JSD+Workflow+changes/1_t56urpgl/85027501	
Accessible Word & PDF Documents	Creating Word documents that are Accessible to persons with disabilities	Mike Cyr	Jan 23	https://maine.zoom.us/j/735835947	https://video.maine.edu/media/Accessibility+in+Word+docs/1_6znh5wsa/85027501	
Development and Feedback on the US:IT Unplanned Outage Communication Matrix	The US:IT Unplanned Outage Taskforce will present more information about the development of the Unplanned Outage Communication Matrix developed in 2018. Members of the Taskforce will be answering questions and seeking feedback during the session on how services have been identified for communication during an outage.	Emma Gelsinger	Feb 6	https://maine.zoom.us/j/776405895	https://video.maine.edu/media/IT+Lunch+%26+LearnA+Development+of+Unplanned+Outage+Communication+Matrix/1_3gc5h34j/85027501	
iOS: Buying apps for iPads	A guide to purchasing VPP credit through the marketplace and buying apps in Apple's Volume Purchase Program Portal. We will explore how admins can buy credit for departments and use the credit to buy apps. These apps will then be deployed through our mdm solution, JAMF.	Eric Pomelow	Feb 13 Feb 20	https://maine.zoom.us/j/356548914	https://video.maine.edu/media/iOS+Purchases/1_1qdne7cb/85027501	
Web Technologies Team Overview	An overview of the services that the Web Technology team provides - myCampus, WordPress, Drupal, and more - including who our customers are and how we support their work.	Tom O'Donnell	Feb 27	https://maine.zoom.us/j/262932247	https://video.maine.edu/media/Webtech+Team+Overview/1_61w3h3e9/85027501	
MyCampus In-depth	Everything you ever wanted to know about myCampus (and possibly more): what it is, how it works, who does what, how it started, and where it's going. We'll also discuss common myCampus questions and how they can be resolved.	Tom O'Donnell	Mar 6	https://maine.zoom.us/j/784885295	https://video.maine.edu/media/IT+Lunch+%26+LearnA++MyCampus+In+depth/1_05jh07i8/85027501	
			Mar 13			
			Mar 20			

			Mar 27			
			Apr 3			
			Apr 10			
			Apr 17			
			Apr 24			
			May 1			
			May 8			
			May 15			
			May 22			
Summer Break						
					Sum mit 2019 June 14	
ImageNow /WebNow client Overview						
EduRoam						
Switch management						
<i>Suggested topics:</i>					<i>Past Topics:</i>	
Using Box and Box Drive Using Google Drive File Stream	JIRA Tips & Tricks				Tips for Effective Meetings Data & Analytics	
Confluence: Searching CX	NetworkMaine				Data Handling Requirements UMS Academy /Hoonuit	
Confluence: Advanced Techniques	EUT				IT Procurement SCCM	
Active Directory: what does this mean for me?	Windows 10: What's different? Campus Card & Cellular				Service Catalog: What, Why & How JIRA Service Desk	
Version Control: it's not just for large teams and programmers	DARTS				Classrooms for the Future Feedback: Why Is It So Hard?	

Work-Study Supervision				PMO: Project Mgmt Overview		
				Mac Management: Deploying devices using JAMF		
				Google Suite Tips&Tricks		
				BOX Drive vs Google File Stream		

Winter 2018 Series

Topic	Description	Presenters/ # of Participants	Date (all sessions 12-12:50)	Meeting URL	Recording URL (unedited)	Shared Documents
Tips for Effective Meetings	Are you inundated with meetings? Join this conversation on ways to streamline your meetings	Carol Sobczak & Karen Walsh (18)	Jan 3	https://zoom.us/j/641115361	Tips for Effective Meetings	Slides Agenda Template (download and edit as needed)
Data Handling Requirements	The Information Security Office will talk about requirements associated with various data types. A brief discussion of the strategies used to assess data risk and how we apply the appropriate controls for systems which contain various data elements. The requirements of most common compliance programs will be identified. ISO staff will be available to answer your questions.	John Forker (20)	Jan 10	https://zoom.us/j/597205892	Data Handling	Slides Employee Protection of Data APL
IT Procurement	or "How to avoid a call from Mike Cyr" Learn the ins and outs of the procurement process.	Mike Cyr (8)	Jan 24	https://zoom.us/j/757434937	IT Procurement	Slides
Service Catalog: What , Why & How	How is the service catalog useful to IT staff and our customers? Help improve the quality of data in the service catalog	Kim Tran (24)	Jan 31	https://zoom.us/j/388944870	Service Catalog	Slides
LEAN	Learn how LEAN can simplify your work	Kim-Marie Jenkins (11)	Feb 6	https://zoom.us/j/411524186	LEAN Intro	Slides
Classrooms for the Future	Discuss the Classrooms for the Future project and the processes involved around major classroom renovations at the campuses including assessment, funding, planning and execution. Get a status update of the project and information about the projects that will be occurring this summer.	Angela Cook (13)	Feb 14	https://zoom.us/j/114716106	Classrooms for the Future	Slides
PMO: Project Mgmt Overview	This session is the first in a series of project management-related lunch & learn sessions. In this session, the PMO team will share a high-level overview of project management including how projects are defined and reviewed, the teams that support them, and the project management framework designed to scale the review and management of projects based on their degree of complexity and risk.	PMO Team (14)	Feb 21	https://zoom.us/j/794449123	Project Mgmt Overview	Slides PMO Charter doc
Putting Confluence to Work for Your Team	Are you new to Confluence, or are you already using Confluence but want to know how to make it work better for you and your team? Join us at lunch time, and learn some handy tips and tricks as well as a comprehensive overview of the Confluence platform..	Corina Larsen (23)	Feb 28	https://zoom.us/j/830315576	Putting Confluence to Work for Your Team	no slides Confluence Resources
Google Suite Tips&Tricks I	There are lots of hidden gems in Google Suite that can help you organize, find information, and save you time. Come join in this rapid-fire demo and contribute your tips too!	Carol Sobczak (23)	Mar 7	https://zoom.us/j/180840207	Google Suite Tips&Tricks I	Handout

Google Suite Tips&Tricks II	More hidden gems... continuation of Tips&Tricks I...	Carol Sobczak (1-- snow day)	Mar 14	https://zoom.us/j/993233476 **This live session will be rescheduled for a future date.**	Google Suite Tips&Tricks II	Handout
PMO: Project Initiation Overview	The Project Initiation phase is the first phase of project's life cycle and is when the idea for a project is explored and elaborated on and its feasibility is examined. This session will provide an overview of the Initiation phase and the processes that support it.	Robin Sherman (10)	Mar 21	https://zoom.us/j/721655563	Project Initiation Overview	Slides PMO Links
PMO: Planning Phase Overview	Project Management experts say that as much as 30% of project time and effort should be spent planning. While this may seem like a large percentage, we all recognize that a well planned project is more likely to be successful. During this Lunch & Learn, we will explore some tools and strategies that can be used to help plan projects, large or small.	Angel Allen (10)	Mar 28	https://zoom.us/j/548250562	Planning Phase Overview	Slides
PMO: Project Executing & Controlling Phase Overview	Your Project Plan is complete and the team is ready to begin putting it into action. The Executing and Controlling project phase is where the work gets completed and the project's performance is measured. Explore the various activities involved in this project phase, including resource, risk and change management, as well as acceptance of deliverables.	Heidi McDonald (11)	Apr 4	https://zoom.us/j/414406336	Project Executing & Controlling Phase Overview	Slides
BOX Drive vs Google File Stream	Learn about the subtle differences between these two and how to start using them.	Carol Sobczak (15)	Apr 11	https://zoom.us/j/773162738	Box Drive vs Google File Stream	no slides
UMS Academy /Hoonuit	Learn how to get started with this e-learning solution available to all staff, faculty, and students.	Carol Sobczak /Jennifer Smith (4)	Apr 25	https://zoom.us/j/728761449	UMS Academy /Hoonuit	no slides
Mac Management: Deploying devices using JAMF	Explore new methods behind deploying macs and ipads to the system without needing to image. A look at Apple school manager and DEP, JAMF prestages, and standard configuration policies.	Eric Pomelow (11)	May 2	https://zoom.us/j/324235319	Mac Management	no slides
Data & Analytics	In this session, we'll share the DARTS team's plans for leveraging a new Business Intelligence tool to replace Discoverer & the Data Warehouse, as well as a future vision for predictive analytics.	Rachel Groenhout & David Demers (17)	May 9	https://zoom.us/j/584297622	Data & Analytics	Slides
PMO: Project Close Phase Overview	Are you ready to close out a project? Have you considered conducting an AAR to assess what processes went well and what could be improved upon? Learn about the processes involved to close a project, how to complete a Project Closeout Report, recognize team performance, and close out the project records.	Karen Walsh (8)	May 23	https://zoom.us/j/149386729	Project Close Phase Overview	Slides
SCCM	What is SCCM? How are we using it? What can you use it for? This session will provide an overview of SCCM, some examples of common tasks and guidance on where in Confluence to look for information on how to perform them.	Jen Watson (18)	June 6	https://zoom.us/j/280119428	SCCM	Slides
JIRA Service Desk	Jira Service Desk: A Day in the Life of Support Services This session will focus on members of the IT Support Services staff and how their daily life may be different with JSD than RT.	Eva McLaughlin (45)	June 20	https://zoom.us/j/290505477	JIRA Service Desk	no Slides
Feedback: Why Is It So Hard?	We want to learn & grow but we need to feel accepted & respected as we are. How can we make the best of feedback no matter where it comes from or how it's delivered? This presentation and discussion will touch on recent science on how people respond to feedback and what we can do to use feedback for our own best benefit.	Mike Cyr (3)	Tues, June 26	https://zoom.us/j/420878650	Feedback	Slides
Globalviewer Enterprise	This session will give an introductory training of Extron's Global View Enterprise. GVE allows for easy management of AV devices across the campuses. It gives the ability to track and analyze device usage as well as allow for maintenance and support notifications. The session will cover the basics of how the UMS GVE is setup and gives some training on how to use it.	Angela Cook, Ryan Gagnon		https://zoom.us/j/554826156	Globalviewer Enterprise	Slides