



# MEMO

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TO: Executive Board  
FROM: Kathleen Cassidy  
SUBJECT: MSU Campus Events – Laptop Purchase  
DATE: February 22, 2021

Dear Executive Board,

The purpose of this memo is to purchase MSU Campus Events a powerful laptop to run our online events during COVID-19, as well as be an asset for the department when we return back to campus.

A powerful portable computer is required to handle the online events that Campus Events host throughout the year. The laptop needs to be able to handle multiple video streams, broadcasting software, video inputs/outputs, and audio software, as well as a several other tasks simultaneously without slowing down or crashing. Outside of live events, the laptop needs to run video editing software, CAD software, photo editing software, video playback, and other tasks.

Staff are currently use their own personal laptops for these events, which are inadequate. We have had employees totally lose their personal laptops as a result of trying to run this software or face regular system crashes throughout events.

The Specs we are looking for this Laptop request are:

- Processor: 2.8GHz
- RAM: 16GB
- Graphics Memory: 4GB
- Storage: 1x 500GB M.2 SSD with 1TB M.2 SSD
- OS: Windows 10
- I/O Connections: 2x Video output, 3x USB 3.0, 1x SDXC/HC Slot, 1x 1/8" Audio In, 1x 1/8" Audio Out

With help on Avtek/Tony we were able to narrow it down to two options. The Gigabyte AORUS 7 from Canada Computers for \$1699 and the ADATA XPG XENIA 15 from Canada Computer for \$1999, both appear to be capable to handle our online events. Please note, we may have to pick a different option if neither of these are available for purchase when we have approval. The CapEx cost (\$2,400 purposed) reflects the more expensive option, approximate shipping and HST.

Thank you,  
Kathleen Cassidy  
Director, Campus Events