



BoardOnTrack Board

Board Member Orientation

Published on October 28, 2019 at 4:18 PM EDT

Date and Time

Thursday November 7, 2019 at 5:00 PM EST

Location

9 Damon Mill Square

Superuser Orientation

Agenda

	Purpose	Presenter	Time
I. Opening Items			5:00 PM
Opening Items			
A. Record Attendance and Guests			
B. Call the Meeting to Order			
C. Approve Minutes	Approve Minutes		
Approve minutes for Orientation with Melissa on October 1, 2019			
II. DashBoard			5:00 PM
A. Dashboard	Discuss	Katrina Zaid	10 m
<ul style="list-style-type: none">• Upcoming Meetings• Post• My Profile (Skills and Demographic)• Help• Chat (Nov 1st)			
III. Meetings			5:10 PM

A. Meeting Details	Purpose Discuss	Presenter	Time 5 m
<ul style="list-style-type: none"> • Who is attending • View Agenda virtually • Attachments will open into a new window 			
IV. Documents			5:15 PM
A. The 3 Documents	Discuss		5 m
<ol style="list-style-type: none"> 1. Board Documents 2. Meeting Archives 3. Public Portal 			
V. Closing Items			5:20 PM
A. Adjourn Meeting	Vote		