



BoardOnTrack Board

Superuser Training

Published on November 13, 2019 at 2:33 PM EST

Date and Time

Wednesday November 13, 2019 at 1:00 PM EST

Location

9 Damon Mill Square

Agenda

	Purpose	Presenter	Time
I. Opening Items			1:00 PM
Opening items			
A. Record Attendance			1 m
B. Call the Meeting to Order			1 m
C. Approve Minutes from Previous Meeting	Approve Minutes		1 m
...			
Approve minutes for Training on Meeting Management on October 10, 2019			
II. Demo			1:03 PM
A. Training on Agenda	Discuss		5 m
• Edit			
• Purpose			
◦ FYI			
◦ Discuss			
◦ Vote			
◦ Approve Minutes			
III. Closing Items			1:08 PM

	Purpose	Presenter	Time
Closing Items			
A. Adjourn Meeting	FYI		1 m
...			