

Katrina's BoardOnTrack

Orientation with Stan

Amended on October 1, 2019 at 1:55 PM EDT

Date and Time

Tuesday October 1, 2019 at 1:00 PM EDT

Orientation with New Branches

Agenda

	Purpose	Presenter	Time
I. Opening Items			1:00 PM
A. Call the Meeting to Order		Katrina Zaid	10 m
B. Record Attendance and Guests		Katrina Zaid	1 m
C. Approve Minutes	Approve Minutes		
Approve minutes for Orientation with Megan and Sara on October 1, 2019			
II. How to Logon			
III. Upcoming meetings			1:11 PM
A. Time	Discuss	Katrina Zaid	5 m
IV. Dashboard			1:16 PM
A. Dashboard	Discuss	Katrina Zaid	5 m
<ul style="list-style-type: none">• Upcoming meetings• Post• Alerts• Help			
V. Documents			1:21 PM
A. Board Documents	Discuss	Katrina Zaid	5 m
<ul style="list-style-type: none">• Create Folders & Subfolders<ul style="list-style-type: none">• Create Committee folders• Meeting Archives<ul style="list-style-type: none">• Past agenda/minutes autosaved• Public Portal			
VI. Closing Items			1:26 PM
A. Adjourn Meeting	Vote		