

Katrina's BoardOnTrack

Superuser Training

Amended on October 18, 2019 at 3:19 PM EDT

Date and Time

Friday October 18, 2019 at 12:00 PM EDT

Location

9 Damon Mill Square

Orientation with Francophone

Agenda

	Purpose	Presenter	Time
I. Opening Items			12:00 PM
A. Call the Meeting to Order		Katrina Zaid	10 m
B. Record Attendance and Guests		Katrina Zaid	1 m
<ul style="list-style-type: none">Isley will be attending			
C. Approve Minutes	Approve Minutes		
Approve minutes for Orientation Flex on October 4, 2019			
D. Approve Minutes June 20th 2019	Approve Minutes		5 m
Approve minutes for Orientation Flex on October 4, 2019			
II. Guest Attendance			12:16 PM
A. Guest	FYI		
Sarah			
Isley			
Shayna			
Erin			
III. Dashboard			12:16 PM
A. Dashboard	Discuss	Katrina Zaid	5 m
<ul style="list-style-type: none">Upcoming meetingsPostAlertsHelp			
IV. Upcoming meetings			12:21 PM

A. Time	Discuss	Katrina Zaid	5 m
V. Documents			12:26 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			12:31 PM
A. Adjourn Meeting	Vote		