

Accelerator Charter School

Superuser Training

Published on October 18, 2019 at 4:10 PM CDT

Date and Time

Friday October 18, 2019 at 1:00 PM CDT

Location

9 Damon Mill Square

Orientation with Francophone

Agenda

	Purpose	Presenter	Time
I. Opening Items			1:00 PM
Opening Items			
A. Call the Meeting to Order		Katrina Zaid	10 m
B. Record Attendance and Guests		Katrina Zaid	1 m
• Isley will be attending			
C. Approve Minutes	Approve Minutes		
Approve minutes for Superuser Training on October 18, 2019			
D. Approve Minutes June 20th 2019	Approve Minutes		5 m
II. Dashboard			1:16 PM
A. Dashboard	Discuss	Katrina Zaid	5 m
• Upcoming meetings			
• Post			
• Alerts			
• Help			

	Purpose	Presenter	Time
III. Meetings			1:21 PM
A. How to create meeting	Discuss	Katrina Zaid	5 m
<ul style="list-style-type: none"> • Create agenda • Create minutes 			
IV. Upcoming meetings			1:26 PM
A. Time	Discuss	Katrina Zaid	5 m
V. Documents			1:31 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			1:36 PM
A. Adjourn Meeting	Vote		