

Accelerator Charter School

Superuser Training

Published on November 12, 2019 at 12:43 PM CST

Date and Time

Tuesday November 12, 2019 at 12:00 PM CST

Location

9 Damon Mill Square

Orientation with Wilmington

Agenda

	Purpose	Presenter	Time
I. Opening Items			12:00 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 November 7, 2019			
D. Approve Minutes June 20th 2019	Approve Minutes		5 m
II. Dashboard			12:16 PM
A. Dashboard	Discuss	Katrina Zaid	5 m
• Upcoming meetings			
• Post			
• Alerts			
• Help			

III. Meetings

	Purpose	Presenter	Time
IV. Meetings			12:21 PM
A. How to create meeting	Discuss	Katrina Zaid	5 m
<ul style="list-style-type: none"> • Create agenda • Create minutes 			
V. Upcoming meetings			12:26 PM
A. Time	Discuss	Katrina Zaid	5 m
VI. Documents			12:31 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 			
VII. Closing Items			12:36 PM
A. Adjourn Meeting	Vote		