

# Accelerator Charter School

## Superuser Training

Published on November 14, 2019 at 10:30 AM CST

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### Date and Time

Thursday November 14, 2019 at 8:00 AM CST

### Location

9 Damon Mill Square

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Orientation with Wilmington

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### Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>8:00 AM</b>
Opening Items			
<b>A. Call the Meeting to Order</b>		Katrina Zaid	10 m
<b>B. Record Attendance and Guests</b>		Katrina Zaid	1 m
<ul style="list-style-type: none"><li>• Isley will be attending</li></ul>			
<b>C. Approve Minutes</b>	Approve Minutes		
Approve minutes for Superuser Training on November 7, 2019			
<b>D. Approve Minutes June 20th 2019</b>	Approve Minutes		5 m
<b>II. Dashboard</b>			<b>8:16 AM</b>
<b>A. Dashboard</b>	Discuss	Katrina Zaid	5 m
<ul style="list-style-type: none"><li>• Upcoming meetings</li><li>• Post</li><li>• Alerts</li><li>• Help</li></ul>			

	Purpose	Presenter	Time
<b>III. Meetings</b>			
<b>IV. Meetings</b>			
<b>A. How to create meeting</b>	Discuss	Katrina Zaid	<b>8:21 AM</b> 5 m
<ul style="list-style-type: none"> <li>• Create agenda</li> <li>• Create minutes</li> </ul>			
<b>V. Upcoming meetings</b>			
<b>A. Time</b>	Discuss	Katrina Zaid	<b>8:26 AM</b> 5 m
<b>VI. Documents</b>			
<b>A. Board Documents</b>	Discuss	Katrina Zaid	<b>8:31 AM</b> 5 m
<ul style="list-style-type: none"> <li>• Create Folders &amp; Subfolders <ul style="list-style-type: none"> <li>◦ Create Committee folders</li> </ul> </li> <li>• Meeting Archives <ul style="list-style-type: none"> <li>◦ Past agenda/minutes autosaved</li> </ul> </li> <li>• Public Portal</li> </ul>			
<b>VII. Closing Items</b>			
<b>A. Adjourn Meeting</b>	Vote		<b>8:36 AM</b>