

Accelerator Charter School

Superuser Training

Published on November 14, 2019 at 11:42 AM CST

Date and Time

Thursday November 14, 2019 at 11:00 AM CST

Location

9 Damon Mill Square

Orientation with Wilmington

Agenda

	Purpose	Presenter	Time
I. Opening Items			11:00 AM
Opening Items			
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		
D. Approve Minutes June 20th 2019	Approve Minutes		5 m
II. Dashboard			11:16 AM
A. Dashboard	Discuss	Katrina Zaid	5 m
<ul style="list-style-type: none">• Upcoming meetings• Post• Alerts• Help			
III. Meetings			11:21 AM

A. How to create meeting	Purpose	Presenter	Time
	Discuss	Katrina Zaid	5 m
<ul style="list-style-type: none"> • Create agenda • Create minutes 			
IV. Upcoming meetings			11:26 AM
A. Time	Discuss	Katrina Zaid	5 m
V. Documents			11:31 AM
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			11:36 AM
A. Adjourn Meeting	Vote		