Administration Department Meeting December 12, 2022 2:00 AM

Meeting Agenda

Team Check-in

Emily, Sue, Will, & Zaira

Completed Projects

- OCR video uploaded to SharePoint 21 views
- Thin client installed TBD Emily's workstation

Upcoming

- Employee Holiday Potluck on 12/14

Retention: 166-200-0235 Administrative (6) Meeting Records, Staff — Minimum retention: 2 years