

NOTICE OF PUBLIC MEETING of TUCSON YOUTH DEVELOPMENT

Pursuant to A.R.S. § 38-431.02, notice is hereby given that the Tucson Youth Development Board of Directors will hold a **training on using the TYD Board Google Workspace**, open to the public, on:

MONDAY, APRIL 8TH at 3:00 pm

Location/access: Tucson Youth Development Conference Room

1901 N. Stone Ave, Tucson AZ 85705

Attendance assistance and accommodations: If you need assistance or accommodations to attend, please call 520-623-5843.

1. AGENDA

	<i>Topic</i>	<i>Leader</i>	<i>Purpose & Desired Outcome</i>	<i>Estimated Time</i>
1.	Welcome & Roll Call	Julie Kudrna	Open meeting	1 min
2.	Training Purpose & Approach	Julie Kudrna	Information	2 min
3.	What is Google Workspace	Julie Kudrna	Information	2 min
4.	Why is TYD using Google Workspace	Julie Kudrna	Information	2 min
5.	Options for Logging into Google Workspace	Julie Kudrna	Training	5 min
6.	Using Gmail	Julie Kudrna	Information & Discussion → Possible recommendations	15 min
	<u>See handout:</u> TYD Board Gmail Procedures *Note: The Board agreed to these procedures at a previous meeting. This training will review and discuss these procedures which may result in recommended changes for the entire board to consider.			
7.	Google Drive Structure, Navigation, & Procedures	Julie Kudrna	Training & Discussion → Possible recommendations	40 min
	<u>See handout:</u> TYD Board Google Drive Procedures * Discuss during this training may generate recommended changes to the Board's usage of Google Drive for the entire board to consider.			
8.	BREAK	All		10 min
9.	Using Google Docs & Sheets; File Creation, Navigation, Movement Organization	Julie Kudrna	Training	20 min

10.	Accessing Google Workspace via your mobile device	Julie Kudrna	Technical assistance → Successful device usage	10 min
11.	Implementation Plan	Julie Kudrna	Review next steps for individual board members and the organization	5 min
12.	Questions	All		10 min
13.	Adjourn	Julie Kudrna	Close meeting	

Discussion can occur on any agenda item. No legal action will be taken in this meeting.