Access Services Department Managers Meeting 2020-09-15

Date
15 Sep 2020

Attendees
- Kabel Nathan Stanwicks
- Carlos Zamora
- Jeff Goldstein
- Angela Persico
- Lindsay Van Berkom

Goals
- Finalize and move forward with Laurie's duty redistribution; ILL grad stu; small project coordination; building rounds
- Info/Idea sharing on communication
- Develop/document plans if need to go into remote learning

Discussion items

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<tr>
<th>Time</th>
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| 10 min | Carry forward from last meeting | Kabel   | • Redistributing Laurie's duties  
• any last minute additions by end of the week  
• ILL grad student  
• Angela following up on leads  
• Small project coordination  
• dump tasks into to-do bucket in planner  
• assign task to supervisor  
• include scope of project in Notes  
• type staff member name in comments  
• include any deadline/due date info if applicable.  
• start with simple to-do bucket |
| 15 min | Building Rounds             | Kabel   | • form feedback  
• add notes field to form  
• remove note about entering in service desk form  
• scheduling  
• moving forward/next steps |
| 5 min  | Department Meeting          | Kabel   | • Building Rounds: purpose, training, scheduling, roll out  
• Chat stream  
• Feedback on semester |
| 5 min  | Wrap up                     | Kabel   | • Action items and responsibility  
• Next meeting  
• student supervision |

Action items
- ✔ Documentation for using Planner for small project coordination Kabel Nathan Stanwicks 18 Sep 2020
- ✔ Familiarize with Planner and think of additional ideas for how to use/roll out Jeff Goldstein Lindsay Van Berkom Carlos Zamora Angela Persico 18 Sep 2020
- ✔ Update the building rounds form Kabel Nathan Stanwicks 16 Sep 2020
- ✔ share out scheduling from W2W Kabel Nathan Stanwicks 15 Sep 2020
- ✔ feedback on scheduling Jeff Goldstein Lindsay Van Berkom Carlos Zamora Angela Persico 17 Sep 2020
- ✔ Shared document for service planning Kabel Nathan Stanwicks 16 Sep 2020