1. create a sheet of reset email passwords & all devices in office and clean sheet
2. try to have a google drive can integrate with gadc domain – free/small cost
3. list all software which gadc needs to install on computer
4. try to search about password manager for free for the use in gadc office
5. backup all passwords to Norton password manager
6. develop a document to guide users to fix their OneDrive once not synchronized

Yellow Colour = Created