

Hi Paola!  
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dashboard

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agendas

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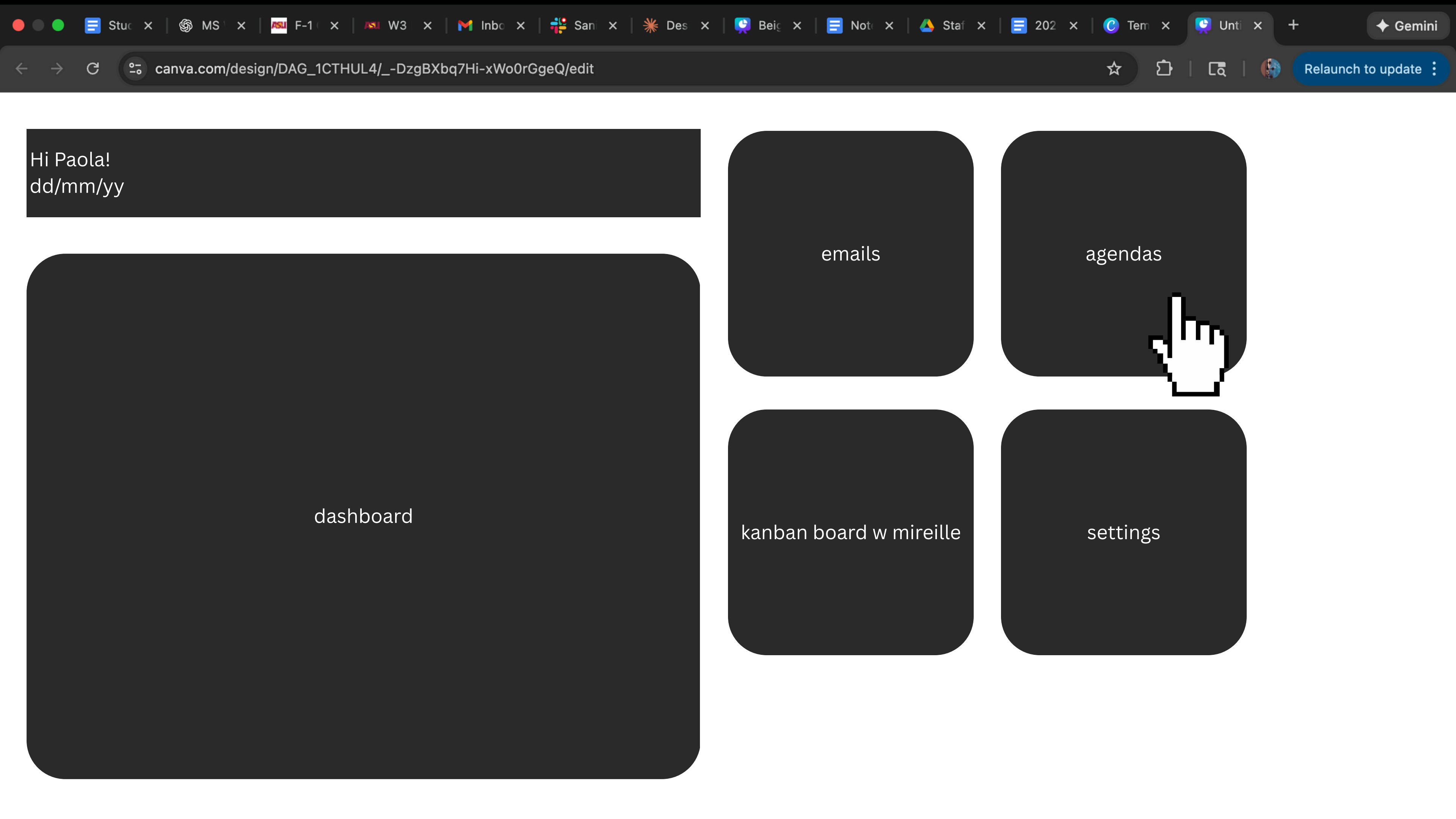
settings

emails

Email Inbox

Back

Sender	Subject	Email	Category	Priority	Summary	Reply Instruction	Dra
smulla1@asu.edu	Testing email for website dashbaord	smulla1@asu.edu	Student Worker	Internal	Hi, This is test email to check if the website dashboard is working correctly and the email responses are being sent in the correct format Let us know if you face any issues or encounter any bugs Thanks Saniya Mulla	<div></div> <div>SaveClear</div>	Dea Tha the resp  As p Mire reac test  Wisl  Best <b>Pao</b> Dire Ariz
Microsoft365@engagement.microsoft.com	Final days: 50% off Microsoft 365 Premium	Microsoft365@engagement.microsoft.com	Others	Others	Try more AI tools with the highest Copilot limits	<div></div> <div>SaveClear</div>	No c
account-security-		account-security-			Microsoft account New sign-in detected You recently signed in with your Microsoft account sa**0@outlook.com. To help keep		



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settings

staff agendas (1:1)

 2026 MARGARET 	notes	action items
 2026 MIREILLE	notes	action items
 2026 DP 	notes	action items
 2026 THANH 	notes	action items
 2026 CLARE - Special Projects 	notes	action items

2026 DP notes







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## Running Agenda for 1:1 check-in with DP:

**Note:** Meeting dates are listed in reverse chronological order. Expand (>) or collapse (^) the heading by clicking the caret to the left of the heading date to view or hide the agenda table. Use the document tabs to jump directly to a specific date.

- ✓ NOTE: Please copy/paste the template provided below for each meeting, and update the heading to reflect the actual meeting date.

<b>Action Items / Updates from Previous Meeting</b>	<ul style="list-style-type: none"> <li>- Review action items from the last meeting</li> <li>- Provide updates on completed tasks</li> <li>- Discuss any pending or delayed tasks</li> </ul>
New Topics from the <b>Director</b>	<input type="checkbox"/> Key priorities from Director <input type="checkbox"/> Strategic goals
New Topics from the <b>Staff Manager</b>	<ul style="list-style-type: none"> <li>- Key priorities / questions</li> <li>- Challenges or concerns since the last meeting</li> <li>- Goals for development and improvement</li> </ul>
<b>Action Plan and Next Steps</b>	<ul style="list-style-type: none"> <li>- Identify key action items</li> <li>- Assign responsibilities for follow-up tasks</li> <li>- Set deadlines for actions</li> </ul>

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-Spring 2026-

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Relaunch to update

staff agendas (1:1)

<div></div> 2026 MARGARET <div></div>	notes	action items
<div></div> 2026 MIREILLE	notes	action items
<div></div> 2026 DP <div></div>	notes	action items
<div></div> 2026 THANH <div></div>	notes	action items
<div></div> 2026 CLARE - Special Projects <div></div>	notes	action items

2026 DP action items

action items dashboard



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