

City of Taylorsville
Training Session for Municipal Officials
Minutes

Thursday, September 4, 2014
2600 West Taylorsville Blvd., Room No. 202
Taylorsville, Utah 84129

Attendance: Council Chair Kristie Overson, Council Vice-Chair Ernest Burgess, Council Member Barbour, IT Specialist Troy Hansen, Council Coordinator Kris Heineman

The Training Session was called to order at 4:07p.m.

A Training Session on the Surface Computers was conducted by IT Specialist Troy Hansen.


Subjects covered were, as follows:

1. Navigating through the dropbox folder including saving and copying documents to other folders.
2. Discussion on whether there is a "Good Reader" version available for Surface computers.
3. Navigating documents in the email folder.
4. Customizing the tool bar for additional document editing.
5. Accessing the calendars for conference rooms and Council Chambers.

Council Chair requested setting up a separate Dropbox with Council Coordinator Kris Heineman that can be utilized by city council members only. Mr. Hansen stated that he will work with Kris to get the box set up. He explained that Kris will "invite" council members to the Dropbox and, once acceptance has been given by council members, files within that Dropbox will be automatically available.

The next training session was scheduled for Thursday, September 18, 2014 at 4:00 p.m.

The training session was adjourned at 5:08 p.m.


Cheryl Peacock Cottle, City Recorder

Approved: CC 09-17-14