

# Agenda To Go Study Session

November 25, 2020

Madison Metropolitan Sewerage District



# Plan Reshuffle...



What do you do when you find yourself suddenly working from home in the middle of a pandemic?



# Why the Change?

- The existing workflow was robust with many time-intensive manual touches
- There was a new opportunity with the change in the records management program
- During project discovery, a solution with a proven track record presented itself

# In-House Benefits

In-house Agenda Management provides a proven solution that:

- Automates workflow approvals
- Secures documents
- Tracks revisions
- Simplifies the agenda and meeting minute creation process



# A Tool for Commissioners



As part of the project, [Agenda To Go](#) is a tool available to Commission members for meeting preparation

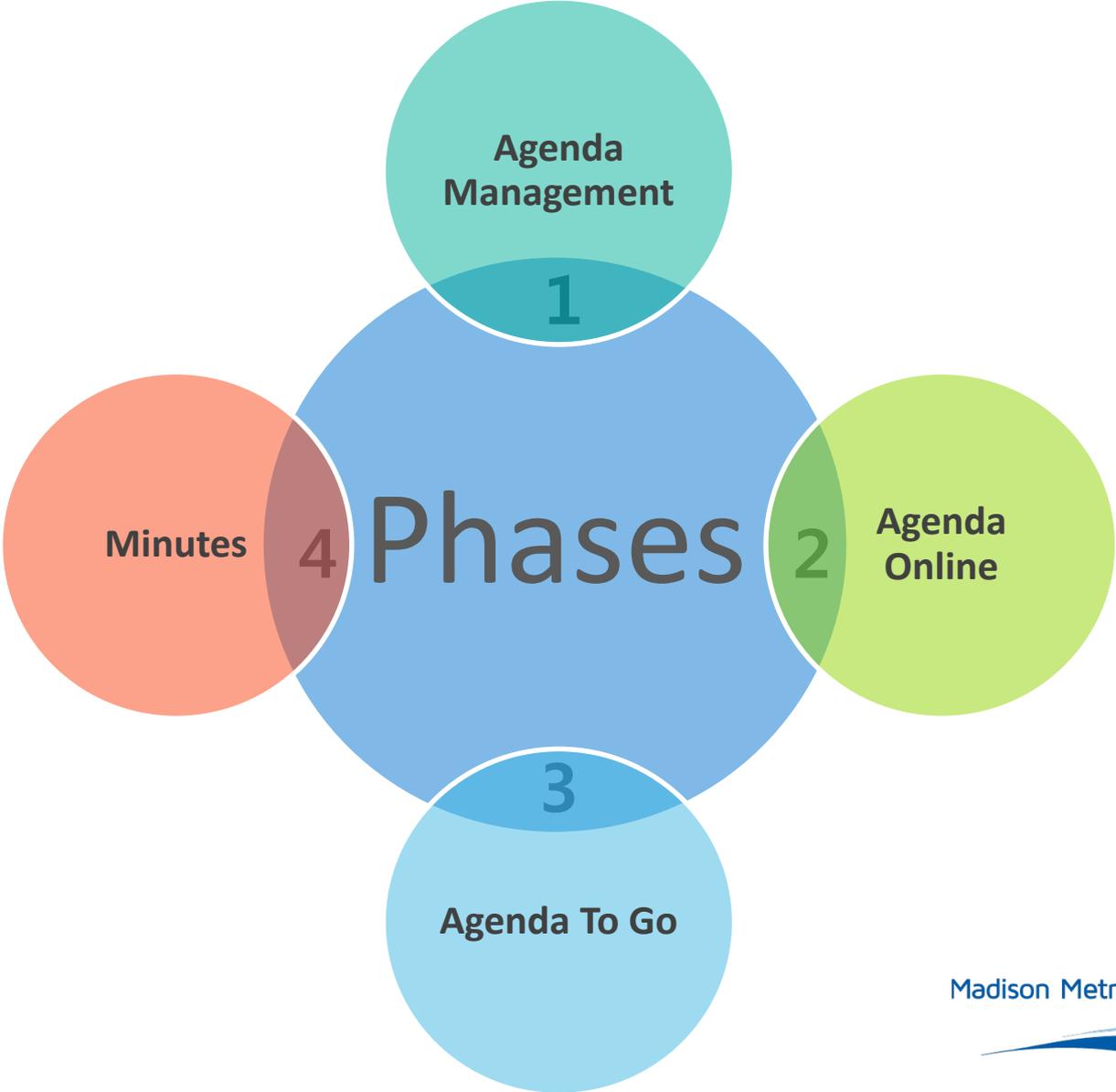


# More Benefits...

- It improves upon the external stakeholder user experience with easy to access information and site navigation
- The project cuts costs and time spent on preparing for meetings and managing last-minute agenda changes



# Project Phases



# What is Agenda To Go?



It is a specific tool for Commissioners that allows access to an electronic version of the agenda packet. It provides the ability to “mark-up” packets with notes, highlights, bookmarks, etc.



# Agenda To Go is Optional



*We threw the textbook at you!*



# How to use Agenda To Go...