

December 23, 2022

Summer (June-August 2022)

- Renew domain name, hosting service, additional website editing tools

September 2022

- Update the APSA website
 - Team page
 - Footer information
 - Locker Sales
 - APSA Awards
 - APSA Council Office Hours
 - APSA Clubs Page
 - Social media links
 - Community Education
- Attend bi-weekly APSA general council meetings
- Upload meeting minutes from general council meetings and executive council meetings bi-weekly
- Attend APSA office hours

October 2022

- Create “Lunch & Learns” page on APSA’s website in collaboration with SAF-Pharm’s events
- Update the APSA website
 - CIBC Run for the Cure
 - Lunch and Learns
- Attend bi-weekly APSA general council meetings
- Upload meeting minutes from general council meetings and executive council meetings bi-weekly
- Attend APSA office hours

November 2022

- Update the APSA website
 - Lunch and Learns
- Attend bi-weekly APSA general council meetings
- Upload meeting minutes from general council meetings and executive council meetings bi-weekly
- Attend APSA office hours

December 2022

- Complete semesterly report
- Attend bi-weekly APSA general council meetings

- Upload meeting minutes from general council meetings and executive council meetings bi-weekly
- Attend APSA office hours

Sincerely,

Christy Ma, Information Technology Director
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