

## FALL 2023 SEMESTERLY REPORT

### Regular Duties

- Upload general council and executive council meeting minutes.
- Check IT Director request page and fulfill requests.
- Clear cache on website.
- Attend general council meetings.
- Update payment information for site-related purchases and paid accordingly.
- Update website with on-topic events according to the month and APSA calendar.

### Summer 2023

- Transition meeting with previous IT director.
- Overhaul of APSA Website:
  - Add in incoming APSA council members to Team Page and remove pre-existing ones.
  - Update most sites from previous years to become accurate with current year.
  - Adjust specific contact information to be broader.
    - Example: Change sites that had a council members name to just council member, so site does not have to be regularly updated.
  - Remove un-needed and broken features of the website.
  - Remove payment systems from website.
- Create IT Director request page.
  - Purpose: To simplify requests for the page, keep track of and retain history of changes made, and organize all requests in a central hub.
- Meeting with President and VP Administration.

### September 2023

- Fixed crash on website that occurred, and document diagnostic and repair process for future use.
- Set up API for APSA website to fix faulty email system.
- Update all widgets to current page and fixed any issues related to updating widgets.

### December 2023

- Update awards on website in coordination with VP Academics.
- Upload semesterly reports to APSA page.

Sincerely,  
Andrew Dam  
Information Technology Director  
**Alberta Pharmacy Students' Association**  
Dam4@ualberta.ca