

April 27, 2023

January 2023

- Update the APSA website
 - Lunch and Learns
 - APSA Council's fall semesterly reports
 - Awards
- Attend bi-weekly APSA general council meetings
- Upload meeting minutes from general council meetings and executive council meetings bi-weekly
- Attend APSA office hours

February 2023

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

March 2023

- Volunteer at events alongside the PAM Committee
- Attend bi-weekly APSA general council meetings
- Upload meeting minutes from general council meetings and executive council meetings bi-weekly
- Attend APSA office hours
- Attend APSA's Annual General Meeting
- Attend APSA's Spring Changeover Meeting

April 2023

- Update the APSA website
 - APSA Council's winter semesterly report
 - Award recipients
- Complete winter 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
- Transition meeting with incoming IT Director

Sincerely,

Christy Ma, Information Technology Director
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