**Here is the to-do list for next week.**

* Chris – Agenda for meeting
* Chris - Send out recording for last week’s meeting
* Stacey – PowerPoint for presentation in November
* Carol – Budget for Q2
* Stacey – New Hire spreadsheet
* Carol – Graphics for videos
* Chris – Video on Copilot in Word

**Here is the to-do list for next week.**

* Chris – Agenda for meeting – 09/16
* Chris - send out recording for last week’s meeting – 09/18
* Cristian – PowerPoint for presentation in November – 09/17
* Diana – Budget for Q2 – 09/16
* Art – New Hire spreadsheet – 09/16
* Cristian – Graphics for YouTube videos – 09/18
* Art – Video on Copilot in Word – 09/19
* Chris – XLOOKUP Function QRG – 09/17
* Diana – PowerPoint Tips for May 2094 – 09/18
* Diana – Teams Videos updates – 09/17