

Agenda Item	Discussion	Decision/Action/Goal	Assigned to	Due
Review/Approve minutes				
Review action items				
Presentation	Presenter this month was Kim Poma, Systems Analyst, Munson Healthcare Manistee Hospital.			
	Kim presented on the transition from WSMC to MHMH in regards to email in Outlook.			
	Kim showed us the basic steps for getting into the new email system. Most staff will find that they have to login from Google Chrome. She talked about the set-up and the features.			
	There is more work that needs to be done in IS in regards to folders in the old system being transferred into the new system. MH has a policy for 180 day Inbox, so the process of archiving/folders will have to be mapped out and training for this at a later date.			
	Those present were able to ask questions and see some of the navigation tools in action.			
Adjourn	The meeting was adjourned at 1:00 p.m.			
Next Meeting	May 17,2017			