

EA Special Interest Group Meeting
Thursday, 21 November 2024
10.00am – 3.00pm
Barwon Water, 55-67 Ryrie St, Geelong



Convenor: Julie Douglas (Greater Western Water)
Deputy Convenor: Roslyn Shipton (Yarra Valley Water)

AGENDA

SIG Purpose:

The Executive Assistants' SIG exists to provide a forum for sharing information, networking and professional development in the Victorian water industry.

9.30am	Arrival
10.00am	Welcome and Acknowledgement of Country Attendee introductions Check-in question Confirmation of Minutes of previous meeting Next meeting/s: SharePoint training – GWW, Tim session on Brain/YVW and Co-pilot/YVW IWA Board member drop-in (10mins)
10.30am	EAs Group Discussion and Sharing Session What are your current work challenges? Any other topics for discussion/sharing? Any new technology or useful apps for discussion/sharing? VPS Innovation Network/platform
11.30am	Site Tour Barwon Water offices
12.00pm	Lunch
1.00pm	Microsoft – MS Teams plus Planner/Forms/OneDrive – Jeff Collins/Barwon Water
3.00pm	General Business Next meeting any agenda items for March/July 2025 online meetings or November in person?
3.15pm	Close & afternoon tea

Next meeting: Thursday, xx March 2025
Location: online via MS Teams