**Vene -Vacation Notes from July 8th to 21st 2021**

| **Date** | **Tasks** | **Tim** | **Mary** | **Jon** | **Aaron** |
| --- | --- | --- | --- | --- | --- |
| **7/12 - 7/21**  | **Check cases** |  |  |  | **X** |
| **7/12/2021****MONDAY** | HemeOnc/Parker Tumor Board (**Handle CME Issues)** | **X** |  |  |  |
| **7/14/2021****WEDNESDAY** | Monitor and Record Palliative Care Meeting**(Invite UNCCN Recording)**Edit Video and Move to Palliative Care FolderShare code or email attendance report |  |  |  | **X** |
| Lecture Setup, **Invite UNCCN Recording** and Invite Sites  |  |  |  | **X** |
| For Lecture Video:* Edit Lecture Video
* Add **Audio Transcriptions**
* Tag **VuMed** and **Nursing**
* **Put in UNC Cancer Network Oncology TeleHealth Lectures**
* **Add to the Spotlight**
* Create video podcast
* Publish to YouTube, put in RN and Allied Health playlist (remove likes/dislikes)
 |  |  |  | **X** |
| **7/15/2021****THURSDAY** | Pediatric Tumor Board (**Handle CME Issues)** | **X** |  |  |  |
| **7/19/2021****MONDAY** | HemeOnc/Parker Tumor Board (**Handle CME Issues)** | **X** |  |  |  |
| **7/21/2021****WEDNESDAY** | Monitor and Record Palliative Care Meeting**(Invite UNCCN Recording)**Edit Video and Move to Palliative Care FolderShare code or email attendance report |  |  |  | **X** |
| Lecture Setup (Monitor Zoom) and Invite **UNCCN Recording** **(No Sites)**For Lecture Video:* Edit Lecture Video
* Add **Audio Transcriptions**
* Tag **VuMedi (check document for updates)**
* **Put in APP folder**
* **Add to the Spotlight**
* Create video podcast
* Publish to YouTube, put in APP playlist (remove likes/dislikes)
 |  |  |  | **X** |