**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 Folder  Share 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 Folder  Share 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** |