Business Things Needs to Do

1. File articles of incorporation
2. File for 503(c) Tax-exempt
3. Open organization bank account once we have all the correct documents
4. Start fundraising, and getting grants along with start accepting donations

Educational Programs Needs To Do

1. Find material to teach seniors easy tricks on the computer
2. Find handouts and slides that will help in teaching seniors
3. Get projector equipment that can capture what I am doing on the computer so I would need to have a camera strapped to my head kind of like the lamp I have for fixing computers that has different angles it can be at while I ‘m looking down or up.
4. Keyboards to tech them how to type and what the keys are and do before even turning the computer on. Or even paper keyboards with each key labeled with arrows for larger print.

Marketing/Advertising Needs to do

1. Find out what and where to advertise for people to teach
2. What equipment we need to run our own advertising and marketing campaigns
3. What we need to get for supplies
4. Hit social media up

Information Technology Needs to do

1. How many computers do we need and what brands would be cheapest
2. I already bought the domain name, and the website is being built now just need it to go to a security expert first to enhance the security of the code.
3. Check server needs for website
4. Check out zoom accounts and features that we could use to do the sessions over zoom.

Contract information for employees and volunteers

1. Find out what information needs to be included in a contract for a trustee and all other board members and employees.
2. Find out who needs to be under contract.
3. ?