



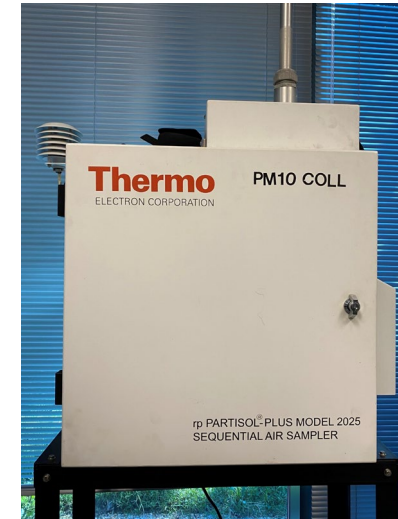
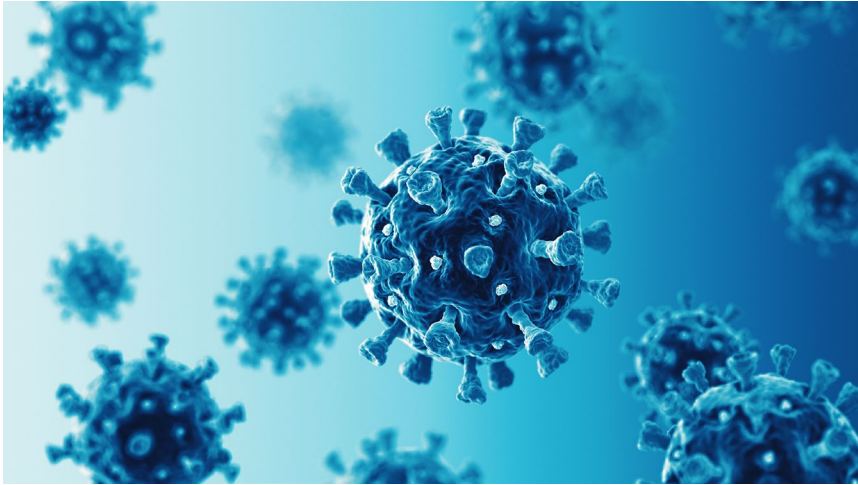
Streamlined Communication & Collaboration for Air Monitoring Programs via Microsoft Teams

2022 AAPCA Best Practice in Air Quality Monitoring & Testing

September 28, 2022

Danielle Jones, Mecklenburg County Air Quality
Ambient Air Monitoring Program Manager

Overview



Opportunity



TEAM
COMMUNICATION



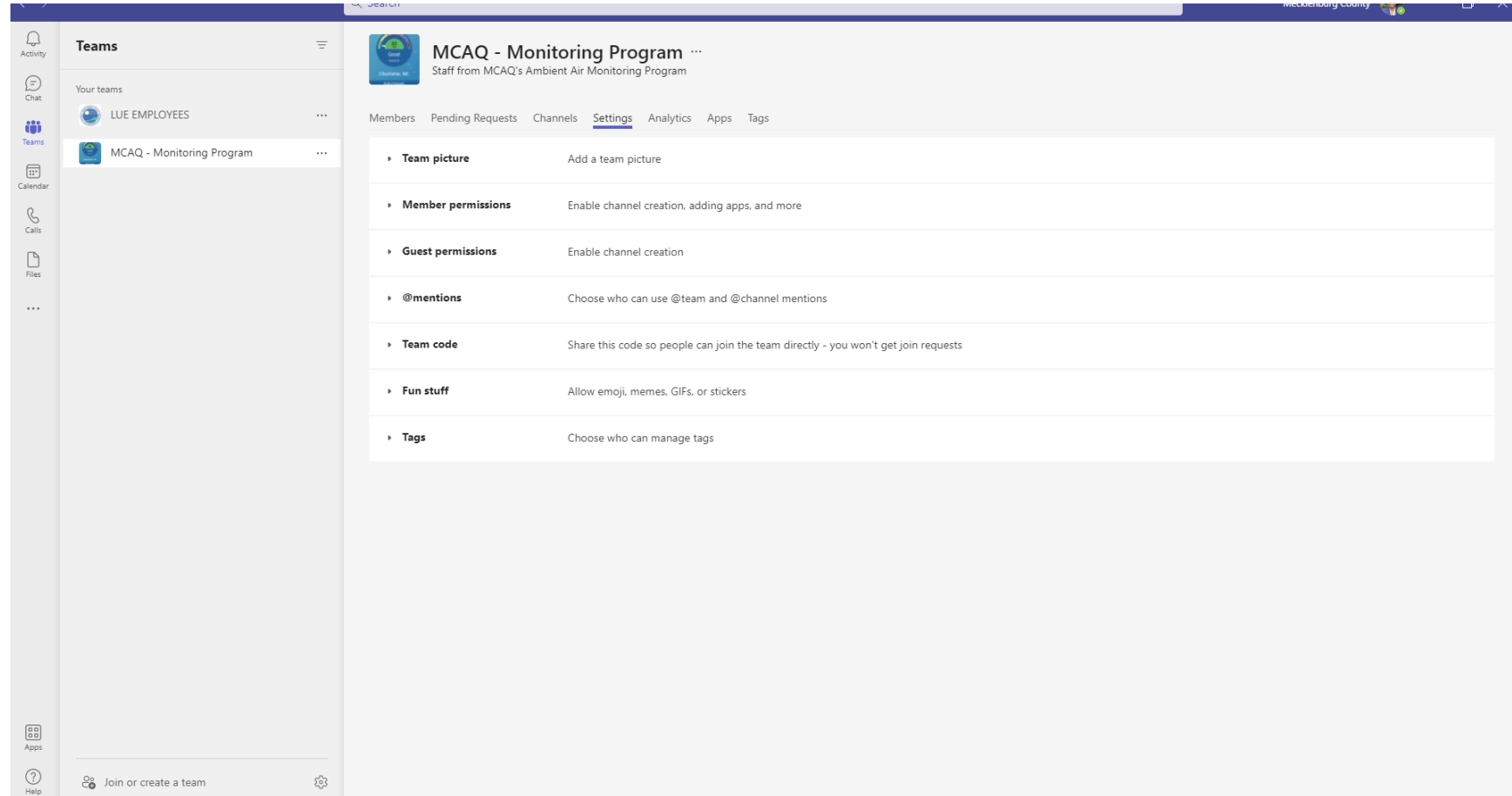
COLLABORATION



CONSISTENCY



Solution Implementation



Key Benefits



Streamlined communication and collaboration



Fewer emails



Easy conversation tracking and search capabilities



Meet with and access team members from anywhere



Quickly share files and ask for input with real-time editing



Cross-training and knowledge sharing on air monitoring issues as they occur



Setup

MCAQ Monitoring Program “Team” created

Staff added to “Team”

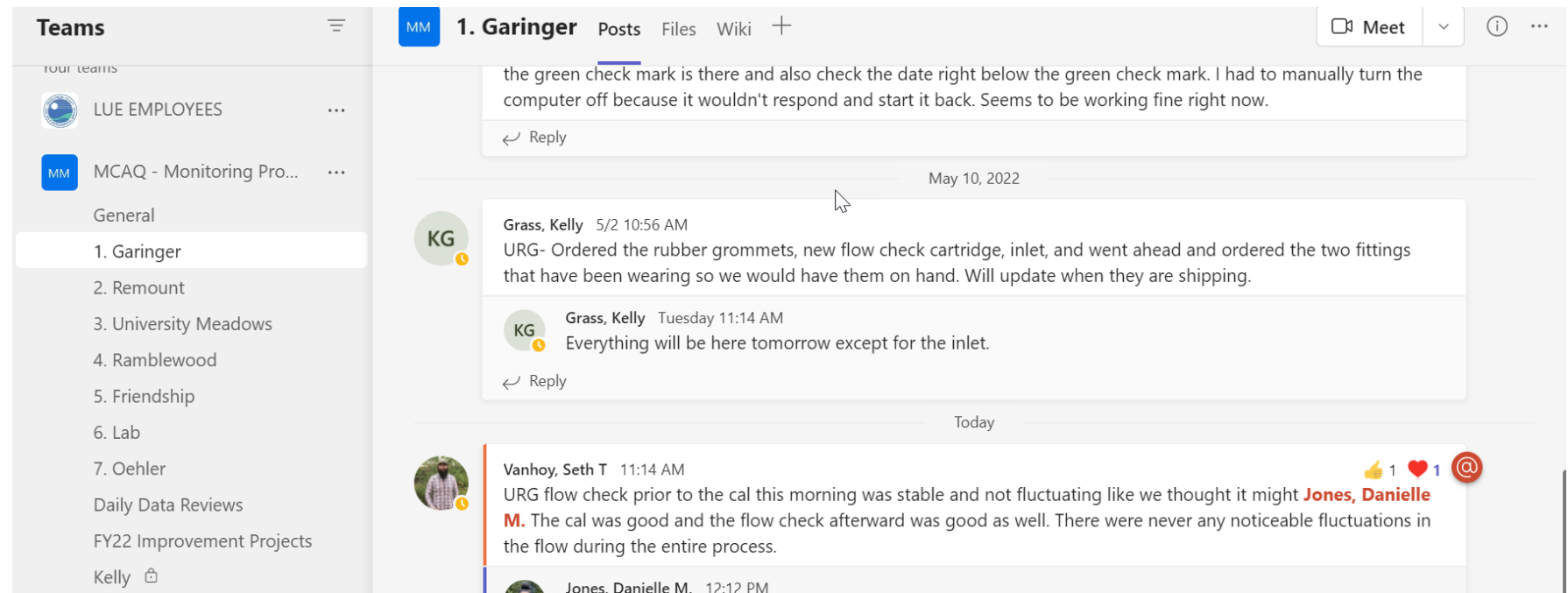
Communication organized in Channels

Notifications enabled for applicable channels

Access via computers and/or mobile devices



Example



Teams

your teams

- LUE EMPLOYEES
- MCAQ - Monitoring Pro...**
- General
- 1. Garinger
- 2. Remount
- 3. University Meadows
- 4. Ramblewood
- 5. Friendship
- 6. Lab
- 7. Oehler
- Daily Data Reviews
- FY22 Improvement Projects
- Kelly

1. Garinger Posts Files Wiki +

the green check mark is there and also check the date right below the green check mark. I had to manually turn the computer off because it wouldn't respond and start it back. Seems to be working fine right now.

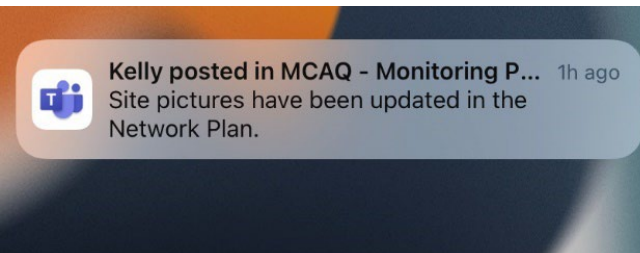
May 10, 2022

Grass, Kelly 5/2 10:56 AM
URG- Ordered the rubber grommets, new flow check cartridge, inlet, and went ahead and ordered the two fittings that have been wearing so we would have them on hand. Will update when they are shipping.

Grass, Kelly Tuesday 11:14 AM
Everything will be here tomorrow except for the inlet.

Vanhoy, Seth T 11:14 AM
URG flow check prior to the cal this morning was stable and not fluctuating like we thought it might **Jones, Danielle M.** The cal was good and the flow check afterward was good as well. There were never any noticeable fluctuations in the flow during the entire process.

Jones, Danielle M. 12:12 PM



Lessons Learned

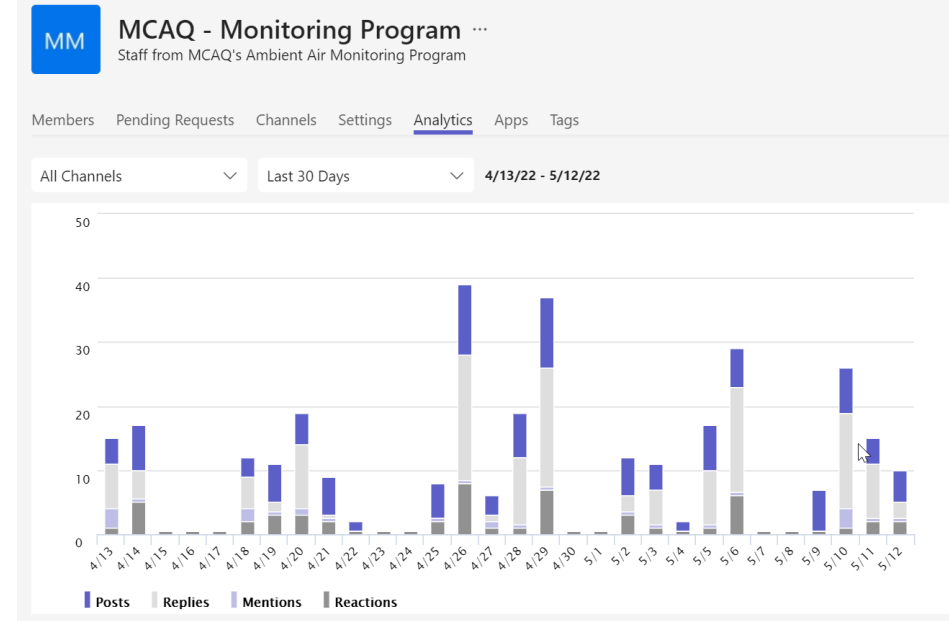
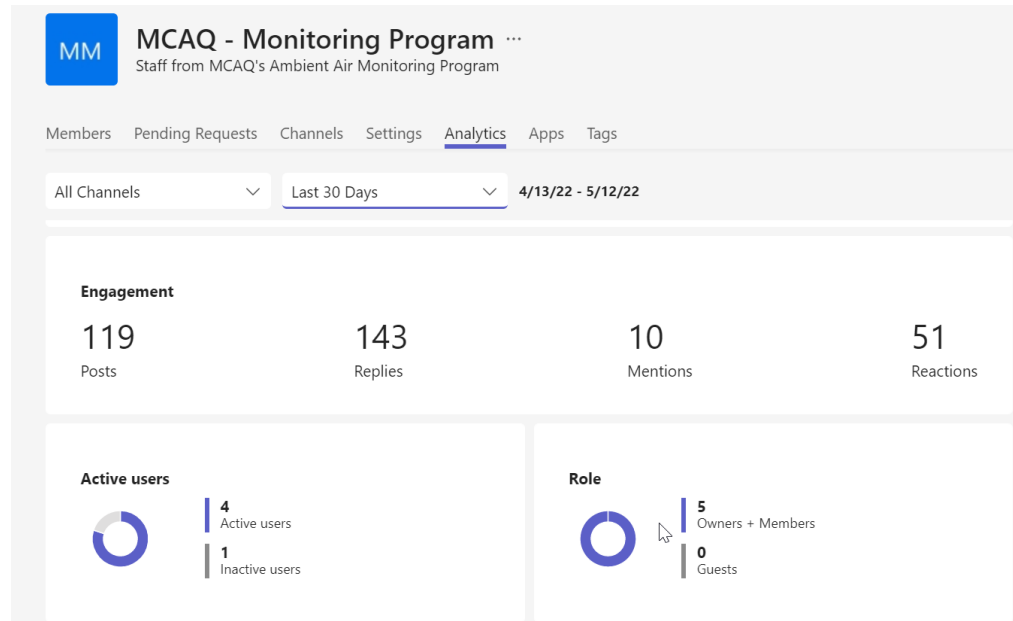
KEEP IT
SIMPLE



1. Staff input & feedback
2. Guidelines for use
3. Enable Notifications
4. Be selective about features
5. Subject to network/IT issues
6. In-person, face-to-face convos
STILL important



Usage Snapshot



Transferability



Questions?

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