ARC Online 2.0 (2018-2019)

Meeting Agenda

NAME OF COUNCIL/TEAM: ARC Online 2.0 (2018-2019)	
OBJECTIVE OF MEETING: Project Kickoff	
DATE: 09/18/2018 **TIME:** 12:00pm - 1:30 PM	**LOCATION/ROOM #:** ITC Conference Room **CALL-IN NUMBER:** **CALL-IN CODE:**
FACILITATOR(S): Marsha Reske & Daniel Gilbert-Valencia	
TIMEKEEPER:	
ASSISTANT: Tatyana Torgshev	
ATTENDEES:	

SUPPORTING RESOURCES (ITEMS READ IN PREPARATION FOR AND/OR BROUGHT TO MEETING):

Basecamp: (https://3.basecamp.com/3941110/projects/8597220) Charter, Team Folders with getting started questions; Related research

UPDATES AND BRIEF REPORTS

Topic	Person(s) Responsible	Time Alloted
Welcome and Introductions	Lisa Lawrenson and Tressa Tabares	10 min.
Project Overview - Why is this project happening? - Project Charter: What does the project involve? · Project scope · Timeline and deliverables · Key stakeholders	Marsha Reske, Project Lead	20 min.
Tentative Work Plan -Work Plan: How might we accomplish the deliverables? -Subteams -Group feedback and input · Suggestions on work plan adjustments · Potential meeting schedule (see Basecamp>Project Files>tentative monthly meetings>Doodle · Introduction to Basecamp and IGOR	Daniel Gilbert-Valencia: Project Co-Lead	20 min.
Getting Started -Expectations for participation (Basecamp, etc.) - Team Folders · Initial research and resources · Sharing ideas · Homework 1: Answer Q's by 9/25 · Lead assigned to your team will contact each team during that week	Marsha Reske and Daniel Gilbert-Valencia	25 min.
Q & A/Wrap-up	Marsha Reske and Daniel Gilbert-Valencia	10 min.

ACTION ITEMS:

Question	Person(s) Responsible	Time Allotted
Does the team support the sub-team selection?	Marsha Reske and Daniel Gilbert-Valencia	5 min.

DISCUSSION ITEMS:

Question	Person(s) Responsible	Time Allotted

ITEMS FOR FUTURE CONSIDERATION:

Topic	Contact Person

OTHER INFORMATION: