# ARC Online 2.0 (2018-2019)

## Meeting Agenda

**NAME OF COUNCIL/TEAM:** ARC Online 2.0 (2018-2019)

**OBJECTIVE OF MEETING:** Project Kickoff

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|---|---|
| **DATE:** 09/18/2018<br>**TIME:** 12:00pm - 1:30 PM | **LOCATION/ROOM #:** ITC Conference Room<br>**CALL-IN NUMBER:**<br>**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. |
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**DISCUSSION ITEMS:**

| Question | Person(s) Responsible | Time Allotted |
|---|---|---|
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| ITEMS FOR FUTURE CONSIDERATION: | |
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| Topic | Contact Person |
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| OTHER INFORMATION: | |

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