

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 Allotted
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:	