

Integrated Planning Improvement (2018-2019)

Meeting Agenda

NAME OF COUNCIL/TEAM: Integrated Planning Improvement (2018-2019)		
OBJECTIVE OF MEETING: Review draft Integrated Planning Guide format, identify desired content for each major component of the guide, identify any supplemental content that should be provided as an appendix.		
DATE: 10/12/2018 TIME: 1:00pm - 3:00pm	LOCATION/ROOM #: Administrative Conference Room CALL-IN NUMBER: CALL-IN CODE:	
FACILITATOR(S): Kuldeep Kaur/Alisa Shubb		
TIMEKEEPER:		
ASSISTANT: Beth Hartline Madigan		
ATTENDEES:		
SUPPORTING RESOURCES (ITEMS READ IN PREPARATION FOR AND/OR BROUGHT TO MEETING):		
UPDATES AND BRIEF REPORTS		
Topic	Person(s) Responsible	Time Allotted
Welcome	Kuldeep Kaur	5 min.
Update on QuEST training	Alisa Shubb	5 min.
ACTION ITEMS:		
Question	Person(s) Responsible	Time Allotted
DISCUSSION ITEMS:		
Question	Person(s) Responsible	Time Allotted
Draft Guide - v0 (Format/Style): Are there any desired revisions to the draft format of ARC's integrated planning guide?	Kuldeep Kaur/Cheri Jones	20 min.
Draft Guide - v0 (Content): What is the desired content for each major component? Please see the prompts within the draft guide for further information. Sample text for some items is offered in the attached document.	Kuldeep Kaur/Cheri Jones	70 min.
Draft Guide - v0 (Content): Besides the integrated planning calendar, is there any supplemental information that would be useful to include in the appendix?	Kuldeep Kaur/Cheri Jones	10 min.
ITEMS FOR FUTURE CONSIDERATION:		
Topic		Contact Person

OTHER INFORMATION:	
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