

# Operations Council

## Meeting Agenda

<b>NAME OF COUNCIL/TEAM:</b> Operations Council		
<b>OBJECTIVE OF MEETING:</b> Take a tour of the new Print Shop		
<b>DATE:</b> 11/26/2019 <b>TIME:</b> 1:30pm	<b>LOCATION/ROOM #:</b> Administrative Conference Room <b>CALL-IN NUMBER:</b> <b>CALL-IN CODE:</b>	
<b>FACILITATOR(S):</b> Kuldeep Kaur, Olga Prizhbilov		
<b>TIMEKEEPER:</b>		
<b>ASSISTANT:</b> Beth Madigan		
<b>ATTENDEES:</b>		
<b>SUPPORTING RESOURCES (ITEMS READ IN PREPARATION FOR AND/OR BROUGHT TO MEETING):</b>		
<b>UPDATES AND BRIEF REPORTS</b>		
<b>Topic</b>	<b>Person(s) Responsible</b>	<b>Time Allotted</b>
<b>ACTION ITEMS:</b>		
<b>Question</b>	<b>Person(s) Responsible</b>	<b>Time Allotted</b>
<b>DISCUSSION ITEMS:</b>		
<b>Question</b>	<b>Person(s) Responsible</b>	<b>Time Allotted</b>
Meet in Admin Conference Room and walk over to print shop together	Olga Prizhbilov	5 min.
Tour of New Print Shop	Don Reid	20 min.
<b>ITEMS FOR FUTURE CONSIDERATION:</b>		
<b>Topic</b>	<b>Contact Person</b>	
<b>OTHER INFORMATION:</b>		