

Agenda: CIMS Part C Project Team Meeting

April 17, 2007, 12:30–3:00 p.m.
EOT&TA Office, DeWitt

- **Goal:** To have each team member leave the meeting feeling comfortable/confident about being a CIMS “ambassador”

12:30–12:45 p.m.	Welcome and <i>brief</i> introductions <ul style="list-style-type: none">○ Handout: CIMS Part C Project Team Roster	All
12:45–1:00	Presentation on meeting rules and team process, including brief review of stakeholder interview findings <ul style="list-style-type: none">○ Prior to meeting: read the report○ Handout: Meeting Rules	PSC
1:00–1:30	Review/discussion of team member roles/responsibilities, including communication plan <ul style="list-style-type: none">○ Prior to meeting: read the plan	All
1:30–2:00	Review/discussion of the SPSR process/workflow <ul style="list-style-type: none">○ Handout: Service Provider Self-Review (SPSR) Workflow	All
2:00–2:20	Presentation on general project work plan	PSC
2:20–2:40	Discussion of team members’ next steps, including needs for materials or more information	All
2:40–3:00	Impressions and recommendations for future work (including meetings)	All