



**Spring & Summer 2019**  
**Team Planning Meetings, Milestones & Roundtables**

Timeline	Tasks
Week 1: March 18 - 22	Assessment Received by March 18 <i>Consultant Orientation (March 21, 9 am – 12pm)</i>
Week 2: March 28 (9 am - 12 pm)	Program Launch
Week 3: April 1 - 5	Meeting 1- Review Assessment
Week 4: April 8 - 12	Meeting 2- Explore Key Issues
Week 5: April 15 - 19	Meeting 2 KIR Draft Due April 19
Week 6: April 22 - 26	501 Commons Review KIR
Week 7: April 29 – May 3	Meeting 3- Finalize KIR Final KIR (ED signed) Due May 3
Week 8: May 6 – 10	Meeting 4- Draft Action Plan
Week 9: May 13 - 17	Meeting 4 <i>Roundtable Meeting (May 16, Time TBD)</i> Action Plan Draft Due May 17
Week 10: May 20 - 24	501 Commons Review AP
Week 11: May 27 - May 31 (Memorial Day 5/27)	Meeting 5- Finalize Action Plan
Week 12: June 3 - 7	Meeting 5, Final Action Plan Due June 7
Week 13: June 10 - 14	Final Review of Action Plan (ED signed)
Week 14: June 17 - 21	Program Evaluations Due June 21
Week 15: June 28 (11 am – 1 pm)	Luncheon Celebration