



Fall 2019

Team Planning Meetings, Milestones & Roundtables

Timeline	Tasks
Week 1: July 29 – August 2	Assessment Received by July 29 <i>Consultant Orientation (August 1, 9 am – 12pm)</i>
Week 2: August 8	Program Launch
Week 3: August 12 – 16	Meeting 1- Review Assessment
Week 4: August 19 - 23	Meeting 2- Explore Key Issues
Week 5: August 26 – 30	Meeting 2 KIR Draft Due August 30
Week 6: September 2 – 6 (Labor Day 9/2)	501 Commons Review KIR
Week 7: September 9 – 13	Meeting 3- Finalize KIR Final KIR (ED signed) Due September 13
Week 8: September 16 – 20	Meeting 4- Draft Action Plan
Week 9: September 23 - 27	Meeting 4 <i>Roundtable Meeting (September 26, 9am – 12pm)</i>
Week 10: September 30 – October 4	Draft Action Plan Due October 4
Week 11: October 7 – 11	Meeting 5- Finalize Action Plan
Week 12: October 14 – 18	Meeting 5, Final Action Plan (accepted by ED) Due October 18
Week 13: October 21 – 25	Program Evaluations Due October 25
Week 14: October 31 (11 am – 1 pm)	Luncheon Celebration