



## Fall 2019

### Team Planning Meetings, Milestones & Roundtables

Timeline	Tasks
<b>Week 1: July 29 – August 2</b>	Assessment Received by July 29 <i>Consultant Orientation (August 1, 9 am – 12 pm)</i>
<b>Week 2: August 8</b>	<i>Program Launch (August 8, 9 am – 12 pm)</i>
<b>Week 3: August 12 – 16</b>	Meeting 1- Review Assessment
<b>Week 4: August 19 - 23</b>	Meeting 2- Explore Key Issues
<b>Week 5: August 26 – 30</b>	Meeting 2 <i>Roundtable Meeting (August 29, 9 am – 12 pm)</i> KIR Draft Due August 30
<b>Week 6: September 2 – 6 (Labor Day 9/2)</b>	501 Commons Review KIR
<b>Week 7: September 9 – 13</b>	Meeting 3- Finalize KIR Final KIR (ED signed) Due September 13
<b>Week 8: September 16 – 20</b>	Meeting 4- Draft Action Plan
<b>Week 9: September 23 - 27</b>	Meeting 4
<b>Week 10: September 30 – October 4</b>	Draft Action Plan Due October 4
<b>Week 11: October 7 – 11</b>	Meeting 5- Finalize Action Plan
<b>Week 12: October 14 – 18</b>	Meeting 5, Final Action Plan (accepted by ED) Due October 18
<b>Week 13: October 21 – 25</b>	Program Evaluations Due October 25
<b>Week 14: February 6, 2020 (11:30 am – 2 pm)</b>	Luncheon Celebration