



Project Strategic Directions Project Teams Kick-off Meeting
Meeting Leader Dr. Sue Savaglio-Jarvis
Date Wednesday, February 17, 2016
Time 5:00 PM
Location Brass Community School, 6400-16 Avenue, Kenosha WI

Meeting Attendees Team Members of All Five Strategic Direction Project Teams
Materials Needed Project Charters; Process Flow

Agenda Item	Owner	Discussion Points
Introduction	<i>Dr. Sue</i>	<ul style="list-style-type: none"> • Welcome • Purpose of this meeting: <ul style="list-style-type: none"> ○ Allow project team members to meet ○ Provide a brief summary of strategic planning process to this point ○ Provide an overview of the work to be done ○ Identify how the teams will work together ○ Introduce facilitators
Project Background and Purpose	<i>Dr. Sue Dr. Weitzer Mr. Kestelman</i>	Refer to the <u>Project Charters</u> for these items <ul style="list-style-type: none"> • Review & discuss: <ul style="list-style-type: none"> ○ Project purpose (relevance to strategic plan/goals) ○ Project outcomes ○ Stakeholders and success measures (first meeting objective) ○ Overall project time frame ○ Management and team commitment needed for success
Project Deliverables & Milestones	<i>Dr. Weitzer Mr. Kestelman</i>	<ul style="list-style-type: none"> • Review & discuss project deliverables and schedule milestones
Roles and Responsibilities	<i>Dr. Weitzer Mr. Kestelman</i>	<ul style="list-style-type: none"> • Review roles & responsibilities
Communication Plan	<i>Dr. Weitzer Mr. Kestelman</i>	<ul style="list-style-type: none"> • Highlight Communication Plan
Change Management	<i>Dr. Weitzer Mr. Kestelman</i>	<ul style="list-style-type: none"> • Discuss how changes to the project will be dealt with using the Change Request Form
Next Steps	<i>Dr. Weitzer Mr. Kestelman</i>	<ul style="list-style-type: none"> • Review open issues and assign follow-up actions • Set meeting date for first working meeting
Questions	<i>Dr. Weitzer Mr. Kestelman</i>	<ul style="list-style-type: none"> • Open conversation

Ground Rules	<i>Dr. Weitzer</i> <i>Mr. Kestelman</i>	<ul style="list-style-type: none"> • Participants brainstorm and agree on Operational, organization, and project • Ground rules and procedures • Room 122 – Team 1 • Room 124 – Team 2 • Room 132 – Team 3 • Room 134 – Team 4 • Room 136 – Team 6
Close	<i>Dr. Sue</i> <i>Dr. Weitzer</i> <i>Mr. Kestelman</i>	

MEETING MINUTES

Decisions Made

- 1.
- 2.
- 3.

Action Items:

Description	Responsible	Due By
1.		
2.		
3.		

Project Phase = Initiate

Overall Project Status = Red = Concern (behind schedule) Yellow = At Risk (might fall behind schedule) Green = On Track