

itstrategicplanning2012: AgendaFor 10082012 Meeting

Meeting Date / Time / Location:

Monday, October 8, 2012, 2:30pm, SSB 440A

Attendees:

Lisa Abendroth, Jesse Altum, Rick Beck, Yared Belete, Tim Bond, Janos Fustos, Aaron Gordon, Dean Sandra Haynes, Jeff Helton, Rey Hernandez, Jeremy Jermingan, Peggy O'Neil Jones, Will Kelley, Raj Khandekar, Cathy Lucas, James Lyall, George Middlemist, Lisa Ortiz, Rebel Saffold III, Jeff Forrest.

Agenda

- 10 minutes: Introductions;
- 30 minutes: Review of 2012-2017 MSU Denver Strategic Plan and Charge to the Task Force
- 30 minutes: Discussion of Strategic Planning process
- 30 minutes: Charting the Task Force process for Fall and Spring
- 20 minutes: Other items and Wrap-up

Next Meeting: Wednesday, October 17, 2012 1:00 PM-3:00 PM SSB 440A

Notes

- If you are having a physical meeting, the ideal is to project this page on the wall and add to it as the meeting occurs.
- This has two extremely positive effects
 - It ensures that all the meeting attendees agree on the notes
 - It eliminates the need for retyping notes later on

Action Items

- As the meeting progresses, add any action items to this section to make sure they don't get forgotten or dropped
- During the wrap-up phase of the meeting, review the notes and add any additional action items that spring to mind
- Each action item should specify the task, the person responsible, and the due date. Here is an example:
- Finalize and publish list of new features to PBworks.com Web site (Ramit Sethi, by 3/15/2008)

ACTION ITEM	PERSON RESPONSIBLE	DUE DATE
1.		
2.		
3.		