

Today's Agenda

- I. Overview
- II. Software demonstration
- III. Next steps

Desired meeting outcomes

- f* Renewed excitement about the work!
- f* Deeper understanding of roles, responsibilities, and opportunities
- f* Clear instructions to take back to your colleagues, peers, and supervisors

Committee Overview

Focus Areas

- f* Software solution
- f* Master calendar
- f* Events management resources
- f* Events management ambassadors

Desired Outcomes

- f* Deeper community engagement
- f* Greater transparency about University events
- f* Greater opportunity to reduce event risk
- f* Greater opportunity to showcase our USA brand
- f* Greater ownership of departmental/divisional events

Committee Meetings

High Level Overview

Now – April

f

Committee chair commitments

Items to Remember and Share

*May is a significant work period.

Participation across the University
is critical for our success.

Consider training and

Outcome check

Did we...

f Renewed your excitement about the work?

f Provide a deeper understanding of roles, responsibilities, and opportunities?

f Deliver clear instructions to take back to t2act222tP9 (enu 0 da3 s1.2 (en,.3 (t)]TJ -0.001 Tc 0.003 Tw 1.-1.203 Tc

Software Demonstration

Next Steps

1. Begin developing a list of annual activities
2. *Begin verifying that all of your spaces are accurate in Ad Astra
3. Consider now how you will ask your colleagues about training needs
4. Sub committees schedule a time to meet before our next meeting
5. Schedule a meeting with Melva and/ or Victor for follow up questions (optional)

*subject to change/requires further instruction

Thank you!
See you Monday,
April 11 at 2:00 p.m.
