



## PICT Weekly Touchpoint

**Purpose:** To review project milestones, communication plan, and share status.

**Desired Outcomes:**

*By the end of this meeting, we will have:*

- An understanding of project milestones so that we can create project Milestone Timelines.
- An agreement on project communication plans and how best to communicate with various stakeholders and team members.
- An agreement on next steps and action items.

**Agenda:**

What	How	Who	Time
<b>Start Up:</b> – Welcome/ Purpose – Outcomes/ Agenda – Roles – Ground Rules – Decision Making	<ul style="list-style-type: none"> <li>• Review</li> <li>• Agree</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• 10</li> </ul>
Milestones	<ul style="list-style-type: none"> <li>• Brainstorm project milestones</li> <li>• Clarify</li> <li>• Prioritize</li> <li>• Agree</li> </ul>	<ul style="list-style-type: none"> <li>• All</li> </ul>	<ul style="list-style-type: none"> <li>• 20</li> </ul>
Communication Plan	<ul style="list-style-type: none"> <li>• Present work completed to date</li> <li>• Discuss how best to communicate to stakeholders and team members</li> <li>• Agree on next steps</li> </ul>	<ul style="list-style-type: none"> <li>• Doug</li> <li>• All</li> </ul>	<ul style="list-style-type: none"> <li>• 20</li> </ul>
Next Steps	<ul style="list-style-type: none"> <li>• Brainstorm next steps</li> <li>• Determine “what, who, by when”</li> <li>• Schedule time for 1-on-1’s next week</li> </ul>	<ul style="list-style-type: none"> <li>• All</li> </ul>	<ul style="list-style-type: none"> <li>• 5</li> </ul>
Meeting Evaluation	<ul style="list-style-type: none"> <li>• Review Desired Outcomes</li> <li>• Determine desired outcomes for next meeting</li> <li>• Determine next meeting date/ time</li> <li>• +’s and –’s of this meeting’s structure</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• 5</li> </ul>