



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 agreement project milestone timelines so that all four projects are consistent
- An agreement on project communication plans
- An agreement on next steps and action items.

Agenda:

What	How	Who	Time
Start Up: – Welcome/ Purpose – Outcomes/ Agenda – Roles – Ground Rules – Decision Making	<ul style="list-style-type: none"> • Review • Agree 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • 5
Milestones	<ul style="list-style-type: none"> • Review Milestone Timelines • Discuss and agree on similar milestones 	<ul style="list-style-type: none"> • All 	<ul style="list-style-type: none"> • 10
Communication Plan	<ul style="list-style-type: none"> • Present draft communication plans • Agree on next steps 	<ul style="list-style-type: none"> • Doug • All 	<ul style="list-style-type: none"> • 5
Next Steps & Issues	<ul style="list-style-type: none"> • Brainstorm next steps and possible issues • Determine “what, who, by when” • Schedule time for 1-on-1’s next week 	<ul style="list-style-type: none"> • All 	<ul style="list-style-type: none"> • 5
Meeting Evaluation	<ul style="list-style-type: none"> • Review Desired Outcomes • Determine desired outcomes for next meeting • Determine next meeting date/ time • +’s and –’s of this meeting’s structure 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • 5