

**Training Process Team Meeting
Proposed Agenda
February 11 – 13, 2002**

Monday, February 11

4:00 – 4:30	Travel to Accenture office	
	Review agenda	Katie
4:30 – 6:30	Scorecard discussion	Pennie & Sara

Tuesday, February 12

9:00 – 10:00	Revisit final adjustments to Plan Phase	Linda & Sara
10:00 – 12:00	Review Design materials	Mark & Katie
	• Instructional strategy	
12:00 – 12:30	LUNCH	
12:30 – 2:00	Review Design materials	Mark & Katie
	• Instructional strategy	
	• Usability review	
3:00 - ???	Teambuilding	Team

Wednesday, February 13

8:00 – 12:00	Review Design materials	Mark & Katie
	• Evaluation tool	
	• Project Management	
12:00 – 1:00	LUNCH	
1:00 – 2:00	Deployment strategy discussion	TBD
2:00 – 3:30	Team planning / next steps	Pennie
	• Work with Summer Training team	
	• High-level Build discussion	
	• Team charter – who's doing what	
	• Guidelines for team	
	• Schedule SME reviews with Howard and Jeff	