Meeting Agenda

Meeting:	AVATAR GRANT PROJECT OVERVIEW				
	MEETING				
Date:	September 27, 2011			Meeting Leader:	Kathy Wright-Chapman
Start Time:	1:00 P.M.	End Time:	3:00 P.M.	Facilitator:	
Location:	ESC Board Room			Process Monitor:	
Participants:	Instructional Services Staff			Timekeeper:	
Meeting Purpose:	Provide program updates			Notes/Recorder:	
Preparation Required:	Bring Instructional Services Planning			Scribe:	
	Notebook/Handouts will be provided				

		Purpose *		
Time	Topic	(see footer)	Discussion Leader	Desired Outcome
1:00 – 3:00	Project BackgroundProject Goals and Outcomes	P/F	Kathy Wright- Chapman	Provide AVATAR grant project overview, identify key secondary and postsecondary staff participation and identify training dates.
	• Grant Partners			
	 Grant Planning and Implementation Model 	P/F		
	 Secondary and Postsecondary Partners Roles and Responsibilities -Letter of Agreement 			
	• Pilot Training Modules -Pilot Training Dates (October – December 2011)			
	Questions and/or Concerns			

10:00 –		Francine Holland	
11:30			

^{*} P = Presentation

^{*} F = Feedback from all

Action Items	Person Responsible	Due Date