



# Today's Agenda

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- 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

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## 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

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# High Level Overview

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Now – April

*f*

# Committee chair commitments

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# Items to Remember and Share

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\*May is a significant work period.

Participation across the University  
is critical for our success.

Consider training and

# Outcome check

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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

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# Next Steps

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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.

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