

# Integrated Planning Improvement (2018-2019)

## Meeting Agenda

<b>NAME OF COUNCIL/TEAM:</b> Integrated Planning Improvement (2018-2019)		
<b>OBJECTIVE OF MEETING:</b> Review draft Integrated Planning Guide format, identify desired content for each major component of the guide, identify any supplemental content that should be provided as an appendix.		
<b>DATE:</b> 10/12/2018 <b>TIME:</b> 1:00pm - 3:00pm	<b>LOCATION/ROOM #:</b> Administrative Conference Room <b>CALL-IN NUMBER:</b> <b>CALL-IN CODE:</b>	
<b>FACILITATOR(S):</b> Kuldeep Kaur/Alisa Shubb		
<b>TIMEKEEPER:</b>		
<b>ASSISTANT:</b> Beth Hartline Madigan		
<b>ATTENDEES:</b>		
<b>SUPPORTING RESOURCES (ITEMS READ IN PREPARATION FOR AND/OR BROUGHT TO MEETING):</b>		
<b>UPDATES AND BRIEF REPORTS</b>		
<b>Topic</b>	<b>Person(s) Responsible</b>	<b>Time Allotted</b>
Welcome	Kuldeep Kaur	5 min.
Update on QuEST training	Alisa Shubb	5 min.
<b>ACTION ITEMS:</b>		
<b>Question</b>	<b>Person(s) Responsible</b>	<b>Time Allotted</b>
<b>DISCUSSION ITEMS:</b>		
<b>Question</b>	<b>Person(s) Responsible</b>	<b>Time Allotted</b>
Draft Guide - v0 (Format/Style): Are there any desired revisions to the draft format of ARC's integrated planning guide?	Kuldeep Kaur/Cheri Jones	20 min.
Draft Guide - v0 (Content): What is the desired content for each major component? Please see the prompts within the draft guide for further information. Sample text for some items is offered in the attached document.	Kuldeep Kaur/Cheri Jones	70 min.
Draft Guide - v0 (Content): Besides the integrated planning calendar, is there any supplemental information that would be useful to include in the appendix?	Kuldeep Kaur/Cheri Jones	10 min.
<b>ITEMS FOR FUTURE CONSIDERATION:</b>		
<b>Topic</b>		<b>Contact Person</b>

OTHER INFORMATION:	
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