



STRATEGIC PLANNING PROCESS
WORK GROUP MEETING SUMMARY

Technology Trends Work Group

Meeting Date: 3/6/13		Start Time: 2 pm		End Time: 3 pm	
Members:	<input checked="" type="checkbox"/> Chris Bowling	<input checked="" type="checkbox"/> Brooke Buckley	<input checked="" type="checkbox"/> Angela Calhoun	<input checked="" type="checkbox"/> Clayton Castle	
	<input checked="" type="checkbox"/> Kathleen Cox-Barker	<input checked="" type="checkbox"/> Tim Ferguson	<input checked="" type="checkbox"/> Richard Fox	<input checked="" type="checkbox"/> Sarah Mann	
	<input checked="" type="checkbox"/> Ben Martz	<input checked="" type="checkbox"/> Tye Mortensen	<input checked="" type="checkbox"/> Jim Nilson	<input checked="" type="checkbox"/> Ken Rhee	
	<input type="checkbox"/> Denise Robinson	<input checked="" type="checkbox"/> Mark Wasicsko			
Meeting Location :					
Invited					
Guests:					

Items for discussion/decisions *(attach supporting documents as necessary)*

Item	Presenter	Time
1. Worked through comments on working draft of paper		50
2. Established timeline for remaining editing of paper		3

Action Items *(attach supporting documents as necessary)*

Item	Responsible Person	Due Date
Get references to Sarah	Those who volunteered	3/13/13
Get typos/changes/additions on paper to Sarah	Everyone	3/10/13
Get next draft to committee	Sarah Mann	3/11/13
Get last feedback to Sarah	Everyone	3/14/13
Produce final draft and presentation	Sarah Mann, Mark Wasicsko	3/17/13

Notes:

We worked through the rough draft of the paper, reorganizing material, adding details and deleting some content as we found necessary. Additional comments need to be sent to Sarah as soon as possible.

Next Meeting: No more meetings!