**MPA Meeting Structure**

The MPA project will have 3 levels of meetings.

1. Management Meeting

This meeting will be between BMW stakeholders and the leads from the University of South Carolina and Fraunhofer. This will be a bi-weekly meeting scheduled for one hour. The purpose of the meeting will be to review current task progress and milestones and to review escalation requests.

1. Operational Meeting

This meeting will be held bi-weekly and scheduled for one hour. The attendees will be the MPA project team. During this time, the team will present the progress they have made on their tasks and receive feedback from the subject matter experts at BMW.

1. Task Meetings

These meetings will be scheduled as needed. The task owner for a task will schedule the meeting and invite necessary personnel that can answer their technical questions related to their task. These meetings will allow the team to be better prepared at the operational meetings to demonstrate their work and receive feedback rather than spend time working through technical issues.

