Team Meeting Agenda for 9-14-23

1. **Before the Meeting:**
   1. Please review the SOW and note any initial questions
   2. Please read the [Expectations document](https://umass-my.sharepoint.com/:w:/r/personal/isenbergucg_umass_edu/_layouts/15/Doc.aspx?sourcedoc=%7B19A8D1CB-A680-43AB-A7E4-34CBCDC915DF%7D&file=Team%20Expectations.docx&action=default&mobileredirect=true)
   3. Please review the Primer Document and the BBBSEM [website](https://emassbigs.org) and take some notes
2. **Meeting Agenda:**
   1. 5:30 – 5:45 – Team Introductions, Meeting Flow, Review Expectations
   2. 5:45 – 6:00 – Review SOW
   3. 6:00 – 6:10 – Using Planner for PM and Analyst project management
   4. 6:10 – 6:20 – Next Steps and Meeting Cadence Discussion
3. **Next Steps:**