Planning Document: University Days and Cluster Days

Plymouth State University

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Workshop / Training
Planning Document
Rounds Hall, Rm. 118

General Tasks
- Communicate regularly as a team and report on progress
- Plan for Cluster Days organization/brainstorm
- Facilitate Cluster Days, August 28-29
- Assist in facilitation of University Days, August 23-25

Team Names & Engagement Levels
- Nancy Puglisi, Point of Contact, high engagement, 8 weeks
- Annette Holba, low engagement, 4 weeks
- Esther Zirbel
- Denise Hutchins
- Katie Martell
- Joshua Perks
- Jo-Ann Guilmett

Details
Use this document to identify how you will work for the summer, define the anticipated work to be done, expected roles for each team member, and estimated key dates when you will report on progress and/or complete tasks. A single document with this information should be shared with Corey Hoyt (choyt1@plymouth.edu) on Tuesday, June 6. We will be communicating broadly with your colleagues about anticipated summer work and progress.

Action Item
By the end of the day on Tuesday, June 6, please use this planning document to complete your Letter of Appointment for Summer Work. On page 2, you are asked to write in your anticipated project deliverables.

Projects/Tasks
What work is to be done? How and when will it be worked on?
- Communicate regularly as a team and report on progress
- Plan for Cluster Days organization/brainstorm
- Facilitate Cluster Days, August 28-29
• Assist in facilitation of University Days, August 23-25
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• Document and outline next steps
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Timeline/Key Dates
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Name/ Roles
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