

**Strategic Planning Steering Committee- Action Items**  
**2018 February 5, Monday 10:00 – 11:00am**  
**Building ADM 167 (Provost's Conference Room)**

Topics:

Review the order of speakers and speaking roles for each person at the February 9<sup>th</sup> event

- Committee members will provide suggestions for task force participants committee co-chairs.
- Confirmed the selection of chairs for each of the task forces.

Discuss and create a script for the speakers who will be describing each goal

- Provide feedback on script and slides to be updated before run through February 8<sup>th</sup>.
- *Action item: Have all of the program and scripts ready for the run through on February 8<sup>th</sup> with the committee in the ballroom.*