Meeting Date / Time / Location:
Monday, October 8, 2012, 2:30pm, SSB 440A

Attendees:

Agenda
- 10 minutes: Introductions;
- 30 minutes: Review of 2012-2017 MSU Denver Strategic Plan and Charge to the Task Force
- 30 minutes: Discussion of Strategic Planning process
- 30 minutes: Charting the Task Force process for Fall and Spring
- 20 minutes: Other items and Wrap-up

Next Meeting: Wednesday, October 17, 2012 1:00 PM-3:00 PM SSB 440A

Notes
- If you are having a physical meeting, the ideal is to project this page on the wall and add to it as the meeting occurs.
- This has two extremely positive effects
  - It ensures that all the meeting attendees agree on the notes
  - It eliminates the need for retyping notes later on

Action Items
- As the meeting progresses, add any action items to this section to make sure they don't get forgotten or dropped
- During the wrap-up phase of the meeting, review the notes and add any additional action items that spring to mind
- Each action item should specify the task, the person responsible, and the due date. Here is an example:
  - Finalize and publish list of new features to PBworks.com Web site (Ramit Sethi, by 3/15/2008)

<table>
<thead>
<tr>
<th>ACTION ITEM</th>
<th>PERSON RESPONSIBLE</th>
<th>DUE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>