**Meeting Agenda**

**Icebreaker:** What is your favorite weather and why? How do you feel about today’s weather?

**Tanner’s Updates**

* Josh Stein
* Carol Tresolini
* Rob Parker

**Tasks for Week of April 9 - Due Sunday, April 16:**

* **Clare:** Tech Team logo, Summer in Washington branding, letterhead and business cards
* **Anamay:** finish Comms strategy, DC peeps
* **Tanner:** meet with relevant student leaders
* **Tai:** finalize details with Justyn on projects; interview tech team applicants and form teams
* **Olivia:** Auth to Plan, meet with Tanner, finalize/review Survey

**Survey of resources**

* Progress report
* Need to finalize and make pretty - Wed. at noon

**List of DC interns**

* Discuss places we should ask
  + Career Services - Tai
  + Gitterman’s Summer in Washington - Public Policy - Tanner
  + Morehead - Anamay
  + Robertson - Ian
  + Covenant - Clare

**Tech Team**

* Reflection on workshop
* Discuss project progress
  + Tech Team recruitment
* Discuss website
* Facebook page for Tech Team - Fall 2017

**Communications**

* Need clear play-by-play strategy for summer now that we have Facebook page up

**Authorization to Plan**

* Discussion

**Revisit task spreadsheet**

* Track progress

**Fall 2017 Programs**

* Recruitment timeline

**Comments - Concerns - Questions?**

**Adjournment**

**Tasks for Week of April 23 - Due Sunday, April 30:**

* **Clare:** design survey of resources,
* **Anamay:**
* **Tanner:**
* **Tai:**
* **Olivia:** Authorization to Plan, google form for summer in Washington applicants

**Notes:**

**A. Authorization to Plan**

To request authorization to plan a new center or institute, the person or team proposing the unit will submit to the Vice Provost for Academic Initiatives, in his or her role as Chair of the Centers and Institutes Review Committee, a letter that includes the following information:

1. Relevance of the proposed center or institute to the mission of UNC-Chapel Hill and the UNC system.

2. Mission, goals, and objectives of the proposed unit and an explanation of why these cannot be met within existing university structures.

3. Description of how the proposed unit differs from other centers, institutes, and units within UNC-Chapel Hill, the UNC system, and the state, and proposed relationships with them.

4. Description of the people and units involved.

**5. Estimated funding needed to initiate and sustain the proposed center or institute for five years, including amounts of state, non-state, and in-kind support needed during that period.**

**6. Estimated space, facilities, and equipment needs and plans for meeting these needs.**

7. If relevant, information about the inter-institutional nature of the proposed unit with regard to mission, leadership, activities, funding, or other aspects.

8. Proposed timeline, milestones, and responsible parties for planning and establishing the center or institute. If a time-limited center is proposed, e.g., one established only for the duration of certain external funding, estimated “sunset” date.