

Timeline for Monthly MindMap Updates

CACC Meeting – 3rd Thursday

Stewart refresh all spreadsheets for input by PMs – 4th Thursday

Post zip of all xls input on prev. meeting materials webpage

Distribute individual xls to each project manager – by end of month

Project updates returned on spreadsheets -- 1st Thursday

All MindMap updates made by staff – 2nd Tuesday

Chair/Staff determine projects to discuss @ CACC -- 2nd Thursday

Staff revise agenda and re-post – 2nd Friday

Staff notify specific project managers of need to appear – by EOD 2nd Friday

Post tailored Mindmap(s) and COT Priority Projects cover sheet for CACC discussion – Before Meeting

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