Planning Team Meeting

**Date/Time:** Tuesday June 13, 2023, 1:00 to 5:00 pm

**Location:** Historic Courthouse, 3rd floor Ballroom, 51 South University Ave, Provo, UT 84601

**Zoom link:** [https://us06web.zoom.us/j/84353855923?pwd=b2pkZkhpSXNBNjhrSTdYVkV2Zjl5dz09](https://urldefense.com/v3/__https:/us06web.zoom.us/j/84353855923?pwd=b2pkZkhpSXNBNjhrSTdYVkV2Zjl5dz09__;!!B5cixuoO7ltTeg!BGRL_QMAZdM4C9yr7qSFG1ejT2tBgR4jJxMdNb_YIyqDu3uI6RskNFIYjGN2CEXo8iSQ6bShpcT3xoQ$) **Meeting ID:** 843 5385 5923 **Passcode:** 145757

Agenda

1. **Welcome** (1:00 to 1:30 pm)
   1. Introductions
   2. Where are we in the project roadmap/timeline?
   3. Meeting purpose and expected outcomes
      1. *Achieve consensus on the methods of the Gap Analysis framework and receive input/feedback on the preliminary results.*
      2. *Introduce MODA and the Project Prioritization Framework in addition to swing weighting; receive and discuss feedback on the prioritization criteria; set the stage for the project prioritization process.*
   4. Review agenda and meeting format
   5. Outcomes and summary from last meeting
2. **Gap Analysis** (1:30 to 3:00 pm)
   1. Overview of the approach
   2. Ideal state and indicators
   3. Review preliminary gaps
3. **Break** (3:00 to 3:15 pm)
4. **Project Prioritization** (3:15 to 4:45 pm)
   1. Overview
      1. What is MODA, how does it work
      2. Introduce the framework
   2. Criteria review and discussion
   3. Swing weighting process
5. **Wrap up/Summary** (4:45 to 5:00 pm)
   1. Meeting Summary
   2. Action Items
6. **Next Steps** 
   1. Jacobs to send a meeting summary
   2. Jacobs to send final criteria and swing weight form
      1. Planning Team to send swing weight form within a week of receiving criteria.
   3. Jacobs to complete gap analysis
   4. Jacobs to update list of strategies and projects/tactics
   5. Jacobs to move towards completing prioritization of projects/tactics
   6. July 19 meeting