

Bridge Plan Work Group Project Team Agenda	
Project Name:	External Partnerships
Meeting Date/Time:	December 2, 2019 11:00 AM
Facilitator:	Jacob Lipp & Poonam Gulati Salhotra
Invited:	Andy Hannan, UHD Technology Trainer
Members:	Present: Dietrich von Biedenfeld, David Branham (briefly), Lisa Gonzales-Hatfield, Jacob Lipp, Jesse Lopez, Lori Lovins (via Zoom), Elisa Olsen, Thalina Sabido, Poonam Salhotra, Carol Tucker, Monica Villarreal Missed: DoVeanna Fulton, Xiomara Herrera, Jason Lillie

Agenda	
Agenda Item	Time
Using Microsoft Teams – A “crash course” with Andy Hannan	11:00
Review draft plan/ gap analysis	11:30
Framing Story – examples & preview	11:40
Open Discussion	11:50
Adjourn	Noon

Microsoft Team Training Notes
<p>Using Microsoft Teams - Crash Course</p> <ul style="list-style-type: none"> • An easiest way to access teams via internet: teams.microsoft.com • There is a desktop version and a limited mobile app version that can be download free. • Members and owners can download apps on Microsoft Teams online such as Zoom and many others. You can tag people on a chat and they will receive an alert on their desktop as well as an email.

Decisions		
Decision Made	Impact	Action Required
Tweaks to recommended Strategy 1.4 - include Marketing & Communication	Making the strategy more inclusive & accurate	Revision completed
Revisions to “Framing the Story” slide <ul style="list-style-type: none"> • Where? Austin (means the Capital) • Where? Add Printed & Broadcast Media • Who? Add Prospective Students and Parents • How? Add Outreach • How? Add Create tailored or targeted messaging to attract university partners and outside community. <i>(not sure of the wording)</i> 	Adding additional context & perspectives to the framing story outline	Revision completed

New Problems/Changes

Problem/Change	Assigned To	Date Due
Should this or some other goal within the Bridge Plan challenge the university to “Transform lives and communities through strategic outreach and engaged scholarship” (source – TTU Strategic Plan	Dr. Gulati – will present to strategic plan committee	12/5/19

Action Items for Follow-up		
Action Item	Assigned To	Date Due
Gap Analysis overview: <ul style="list-style-type: none"> Elisa said we had the right amount of information. If we had too much information, it would cause problems when completing the strategic plan. Questions for the committee meeting: <ul style="list-style-type: none"> Which work group does “Outreach” belong to? Should we offer scholarships to the public outside of UHD? 	Poonam Gulati Jacob Lipp	12/5/19