

Meeting Schedule:

Create a tentative schedule for meeting dates for this team. This schedule can be updated as needed but adjustments should reasonably adhere to this initial outline in length and number of meetings etc.

Date	Time	Location	Purpose of the Meeting

Plan for Adapting to Changing Staff:

Briefly describe how this team will address issues arising from changing staff.

Budgetary Issues:

Briefly describe any anticipated expenses related to this team and how these expenses will be covered.
