Meeting Framework

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Meeting Framework

Team Tactical

Purpose: Review weekly activities and resolve tactical issues. Create alignment and collaboration across the team.

Keys to Success: Postpone strategic discussions. Follow a structure but keep the meeting fluid to address issues and obstacles as the conversation evolves.

Decisions: TBD

Communication: Key information should be shared with other teams/units as appropriate.

Meeting Owner: Run and Organized by the team lead and/or supervisor.

Groups: Teams

Legacy Example: Team Meeting

<table>
<thead>
<tr>
<th>Meeting</th>
<th>Perspective</th>
<th>Recurrence</th>
<th>Day</th>
<th>Time</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Team Tactical</td>
<td>All Teams</td>
<td>Weekly/Bi-Weekly</td>
<td>Wednesday</td>
<td>2:00</td>
<td>30-60</td>
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</table>
Meeting Framework

Unit Weekly Tactical (45-90 Minutes)

**Purpose:**
- Review Weekly Activities, resolve tactical obstacles, conflicts, and issues.
- Review Change Management Impacts

**Keys to Success:**
- Don’t set an agenda until after initial reporting.
- Postpone Strategic Discussions

**Decisions:**
- Competing projects
- Change Management Approvals

**Communication:**
- DoIT has a tactical leadership later in the afternoon. Make sure key issues are communicated to that group.
- Impacts and key issues should be shared as appropriate with relevant department areas.

**Meeting Owner:**
- Run by the Team Leads and Supervisors in the department on a rotation basis.
- Directors will rotate and be responsible for communicating at the 2:30p meeting.

**Legacy Example:** WRAPP Meeting

**Groups:**

<table>
<thead>
<tr>
<th>Meeting</th>
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<th>Recurrence</th>
<th>Day</th>
<th>Time</th>
<th>Duration</th>
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<tr>
<td>Unit Weekly Tactical</td>
<td>DoIT Leadership Team</td>
<td>Weekly</td>
<td>Tuesday</td>
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<tr>
<td>Ent Apps and Infra</td>
<td>Weekly</td>
<td>Tuesday</td>
<td>10:00</td>
<td>60</td>
<td></td>
</tr>
<tr>
<td>Exp and Collab</td>
<td>Weekly</td>
<td>Tuesday</td>
<td>10:00</td>
<td>60</td>
<td></td>
</tr>
<tr>
<td>Cybersecurity &amp; Privacy</td>
<td>Weekly</td>
<td>Tuesday</td>
<td>10:00</td>
<td>60</td>
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</tr>
<tr>
<td>Strategy &amp; Planning</td>
<td>Weekly</td>
<td>Tuesday</td>
<td>10:00</td>
<td>60</td>
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</tr>
<tr>
<td>Shared Services</td>
<td>Weekly</td>
<td>Tuesday</td>
<td>10:00</td>
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</table>
Meeting Framework

Bi-Monthly Divisional Operations (90 Minutes)

Purpose: Communicate Vision, Alignments and Decisions, Engage Team Leads and Supervisors in Strategic and Visionary elements of our division.

Keys to Success: Improving Divisional Communication

Decisions: TBD

Communication: Information should be shared with Teams and summarized for the leadership team.

Meeting Owner: Run and Organized by Sr. Leadership Team

Groups: Division of IT Leadership, Team Leads and Supervisors

Legacy Example: Central Leaders, Supervisors, Team Leads Meeting

<table>
<thead>
<tr>
<th>Meeting</th>
<th>Perspective</th>
<th>Recurrence</th>
<th>Day</th>
<th>Time</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bi-Monthly</td>
<td>Sr. Leadership Team</td>
<td>Bi-Monthly</td>
<td>Thursday</td>
<td>2:00</td>
<td>90</td>
</tr>
</tbody>
</table>
# Meeting Framework

## Bi-Monthly Team-Level Strategic (2 to 4 Hours)

**Purpose:** Discuss, Analyze, Brainstorm, and decide upon critical issues affecting long-term success.

**Keys to Success:**
- Limit to 1 or 2 topics
- Prepare and do research
- Engage above the line
- Topics should be strategic in nature rather than tactical

**Decisions:** TBD

**Communication:** Information should be shared with Teams and summarized for the leadership team.

**Meeting Owner:** Run and Organized by the Director of each unit

## Groups:

<table>
<thead>
<tr>
<th>Group</th>
<th>Recurrence</th>
<th>Day</th>
<th>Time</th>
<th>Length</th>
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<td><strong>Bi-Monthly Strategic</strong></td>
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<td>Student Applications</td>
<td>Bi-Monthly</td>
<td>3rd Thursday</td>
<td>2:00</td>
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<tr>
<td>Administrative Applications</td>
<td>Bi-Monthly</td>
<td>3rd Thursday</td>
<td>2:00</td>
<td>120</td>
</tr>
<tr>
<td>Business Intel/Data Int</td>
<td>Bi-Monthly</td>
<td>3rd Thursday</td>
<td>2:00</td>
<td>120</td>
</tr>
<tr>
<td>Database/Infra</td>
<td>Bi-Monthly</td>
<td>3rd Thursday</td>
<td>2:00</td>
<td>120</td>
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<tr>
<td>Networking/Telecom</td>
<td>Bi-Monthly</td>
<td>3rd Thursday</td>
<td>2:00</td>
<td>120</td>
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<tr>
<td>AppDev/User Support</td>
<td>Bi-Monthly</td>
<td>3rd Thursday</td>
<td>2:00</td>
<td>120</td>
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<tr>
<td>Academic Technology</td>
<td>Bi-Monthly</td>
<td>3rd Thursday</td>
<td>2:00</td>
<td>120</td>
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<tr>
<td>Software Licensing</td>
<td>Bi-Monthly</td>
<td>3rd Thursday</td>
<td>2:00</td>
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<td>Research Computing and Cyberinfrastructure</td>
<td>Bi-Monthly</td>
<td>3rd Thursday</td>
<td>2:00</td>
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<tr>
<td>Enterprise Architecture</td>
<td>Bi-Monthly</td>
<td>3rd Thursday</td>
<td>2:00</td>
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<tr>
<td>Project Services</td>
<td>Bi-Monthly</td>
<td>3rd Thursday</td>
<td>2:00</td>
<td>120</td>
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<tr>
<td>Campus Communications and Engagement</td>
<td>Bi-Monthly</td>
<td>3rd Thursday</td>
<td>2:00</td>
<td>120</td>
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<tr>
<td>Cybersecurity Services</td>
<td>Bi-Monthly</td>
<td>3rd Thursday</td>
<td>2:00</td>
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<td>Shared Services</td>
<td>Bi-Monthly</td>
<td>3rd Thursday</td>
<td>2:00</td>
<td>120</td>
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</table>
Meeting Framework

Monthly Leadership Strategic (2 to 4 Hours)

**Purpose:** Discuss, Analyze, Brainstorm, and decide upon critical issues affecting long-term success.

**Keys to Success:** Limit to 1 or 2 topics, Prepare and do research, Engage above the line

Topics should be strategic in nature rather than operational or tactical.

**Decisions:** TBD

**Communication:** Information should be shared with Team Leads and Supervisors as well as in Divisional Communications where appropriate.

**Meeting Owner:** Run and Organized by the Sr. Leadership Team

**Groups:** Division of IT Leadership Team

<table>
<thead>
<tr>
<th>Meeting</th>
<th>Perspective</th>
<th>Recurrence</th>
<th>Day</th>
<th>Time</th>
<th>Duration</th>
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</thead>
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<td>Monthly Strategic</td>
<td>Leadership</td>
<td>Monthly</td>
<td>Last Thursday</td>
<td>9:00</td>
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</table>
Quarterly Leadership Retreat (Full Day)

**Purpose:** Tackle large strategical topics to evolve and transform the division (Team Development, personnel, industry trends etc).

**Keys to Success:**
- Leverage 1 to 2 topics
- ½ Day for Leadership Team
- ½ Day for Extended Leadership Team

**Decisions:** TBD

**Communication:** Information should be shared with the Leadership Team.

**Meeting Owner:** Run and Organized by Sr. Leadership Team

**Groups:** DoIT Leadership and Team Leads/Supervisors as needed

**Legacy Example:** Ad Hoc/NA

<table>
<thead>
<tr>
<th>Meeting</th>
<th>Perspective</th>
<th>Recurrence</th>
<th>Day</th>
<th>Time</th>
<th>Duration</th>
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<tr>
<td>Quarterly Retreat</td>
<td>CIO/AVP/CISO</td>
<td>Quarterly</td>
<td>1st Tuesday</td>
<td>9:00</td>
<td>480</td>
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</tbody>
</table>

All Staff Meeting

**Purpose:** Focus on key themes from a strategic and tactical perspective to communicate to the division to create awareness, alignment, and common understanding.

**Keys to Success:**
- Fun Emcee
- Structured Agenda
- Multiple Voices to represent various topics

**Decisions:** TBD

**Communication:** Communication key themes to individuals who may be absent.

**Meeting Owner:** Run and Organized by All Staff Committee

**Groups:** All

**Legacy Example:** All Staff Meetings

<table>
<thead>
<tr>
<th>Meeting</th>
<th>Perspective</th>
<th>Recurrence</th>
<th>Day</th>
<th>Time</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Staff Meeting</td>
<td>All</td>
<td>Quarterly</td>
<td>2nd Thursday</td>
<td>9:30</td>
<td>90</td>
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