

| Meeting: | Readiness Assessment Review | Meeting Date: | Wednesday September 10, 2008 |
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| Participants: | Ken Quattlebaum, CPS; Monty Wilson, Clint Smullen, Other invited participants | Time: | 10.00am – 12.00pm |
| Facilitator: | Ken Quattlebaum | Location: | University of Tennessee at Chattanooga |
| Meeting Purpose: | 1. Readiness Assessment Orientation 2. Readiness Assessment Planning | | |
| Time | TOPIC | Outcome | Process |
| 05 minutes | Welcome | Introductions and an understanding of the meeting agenda and goals | Remarks by Monty Wilson |
| 75 minutes | Who is Collegiate Project Services, The purpose, process and deliverables of a Readiness Assessment, | An understanding of Readiness Assessment process | Presentation by Ken Quattlebaum |
| 30 minutes | Readiness Assessment Planning 1. Interview Scheduling 2. Group Session Scheduling 3. Website 4. Online Survey Schedule 5. Presentation Schedule | An understanding of what Readiness Assessment activities need to be scheduled, when they should be scheduled, who will be invited to participate and who will be the responsible person. | Facilitated group session led by Ken Quattlebaum |
| 10 minutes | Wrap-up/critique | Review of decisions, action items. | Review session led by Ken Quattlebaum |