MWTP SC
Agenda December 22nd, 2022

1. Introductions and agenda (All 5 min)
    a. Topics?
    b. Approve notes 11/28
    c. Assign Notetaker for today
2. Communication Plan (45 min)
    a. SC messaging bullet points to Daniel
    b. Daniel drafting press release
    c. Greg providing comments on Tool landing page – revise page
    d. Schedule for soft launch of planning tool/partnership program
        i. Internal roll-outs to staff and program managers
        ii. Mid-January launch?
        iii. Press release
        iv. Upcoming formation sharing
            (1) Coming - First application cycle
            (2) Targeted walk-throughs - Q&A sessions
            (3) Webinar
            (4) Other….
    e. Next Steps Communication Plan
        i. Updates to Contact List for communications
        ii. PIO responsibilities and schedule
        iii. Target audiences:
            (1) Public
            (2) Media
            (3) Applicants/partners
        iv. Key messaging and messenger(s) – tailored to the target audience(s)
        v. Communication tactics – tailored to the target audience(s)
        vi. Schedule
        vii. Revise Communication Plan
            (1) PIO roles and responsibilities
            (2) On-board PI Firm – for what tasks/scope? When?
        viii. Other??
3. Update on TRCP activity (Dwane, 10 min)
4. Review and discuss comments/edits to Draft Schedule (Tom M., 10 min)
    a. November 2022 – May 2023
    b. May 2023 – November 2023 (and beyond?)
5. Review and discuss status of revisions to the Contact List for outreach (Dwane K., 10 min)
6. Names for program and all documentation (All, 15 min)

a. Add disclaimer to Guidance Doc – Fillable Form application coming DATE?

7. Review and discuss status of Budget Template for use in program application (Dwane K., 5 min)

8. Next Steps – Action Items (20 min)
    a. Revise/Finalize contact list – partner additions
    b. Finalize all documents and products and prepare for launch
        i. Who, What, When?
            (1) Application Guidance (main document)
            (2) Detailed Application Guidance (include with main document?)
            (3) Budget Worksheet (Appendix A?)
            (4) Application Attachments (Appendix B?)
            (5) SC Selection Criteria (Appendix C, or separate document?)
            (6) Program Application Outline (Appendix D, or separate document? Will be a fillable form on the web for applicants)
    c. Prepare website - MDT
    d. Finalize press release – Who, when, Where?
    e. Internal roll-outs
    f. Schedule and develop
        i. Walk-through sessions, Q&A, webinars, etc.
        ii. MSWP / MC / other? Workshop

9. Next Meetings:
    a. January 11 (1-3 pm)
    b. January 25 (1-3 pm)
    c. February 8 (1-3 pm)