MWTP SC
Notes May 17th, 2023

1. Introductions and agenda (All 5 min)
    a. Topics?
    b. Approve notes 4/12 - **Approved**
    c. Assign Notetaker for today - **Deb**

2. Communication Documents (ALL, 10 min)
    a. FAQ Sheet – *on Teams for SC review*
        i. Add Q&A from webinars – **Done, Thanks Morgan!**
        ii. SC review and edit – s**elect Q&A for additions to FAQ sheet for 6/27 meeting**
        iii. DW will post final on website – home page above "Subscribe here"

    b. Communication Plan Final – *on Teams*
        i. Final Word and PDF versions on Teams
            (1) Review and edit/update milestones through November 2023 (next application cycle) **Review updates at 6/27 meeting**
            (2) Plan to update after start of each current application cycle

3. Application status
    - **None to date. Not real surprising given the robust application requirements. About a handful of groups/applications are "in the works" planning to submit November 2023 or May 2024.**
    - **MSWP will outreach to groups to seek written status updates on applications "in the works"**
    - **Update the milestones as needed….through November cycle – at 6/27 meeting**

    a. **Prepare communication email to Contacts regarding May cycle, status, encouragement, availability to assist, and clarifications – between June 1 and June 27 meeting**
    b. **Prepare a one-pager for a report-up to Gov office and other interested officers or stakeholders - between June 1 and June 27 meeting**

4. Confirm or revise dates and status complete for deliverables (Tom, 30 min)
    a. May 2023 – November 2023 (and beyond?)
        i. **Revisit at 6/27 meeting**
    b. Next steps for selected projects (flowchart)

5. Internal Roll Outs – status update (ALL, 10 min)
    a. *Set staff expectations and time frames for application reviews*
    b. *MDT plan for internal webinar –* ***roll out with an application "walk-through" (record)***
    c. ***FWP recorded a brown bag meeting in April***
    d. *MSWP meeting and will rollout planning tool*
        i. MSWP any plans for follow up and/or recording?
        ii. Meeting in May - MSWP desires some education outreach from MWTP to define roles for support of the work (field Qs, assist communities with program, assist proponents with apps, review apps, etc.?) - ***How did this meeting go?***

6. Ad-hoc Items, if time allows

7. Next Meetings:
6/1 – 1 – 2pm touch base

6/27 – 1-3pm. Go no go meeting – if no applications for May 2023 cycle, use this as SC working meeting?
7/25 – 1-3pm placeholder
8/29 1-3pm Consensus