

*MSI Strategic Plan Work Group Schedule*

*Last revised on 2.11.2021 at Work Group/Taskforce Joint Meeting*

	<b>Work Group</b>	<b>Public</b>	<b>Task Force</b>
Early Jan	Deadline Round 1 edits: populate recommended actions (bring to Mtg #2)		
Week Jan 11	WG Meeting #2 - Jan 15, 1-2pm		
	Steering Cmte to clean up document by Fri 22 and share with Work Group (maintain all ideas/questions).  WG review document and be ready for final edits/discussion prior to Mtg #3.		
Week Jan 25	WG Meeting #3 Jan 29, 11am-2pm  Accept/amend/reject each table and create Draft 1		
Week Feb 1	Send Draft 1 to Task Force Feb 1.  Define public notice document for review prior to Feb 11		Task Force Review of Plan - Edits/Comments due back Feb 8
Week Feb 8	WG Meeting #4 to incorporate TF comments and finalize for public comment  Feb 11 @ 9am		Task Force Invited to WG Conference Call to discuss Plan edits
Week Feb 8	Draft 1 released for public comment period	<b>Public Comment Period to respond to the Plan's Recommended Actions</b>  <b>Feb 12-Mar 5</b>	

		<p>Send out notice and PDF of plan via DMF and MSI listservs (plus other agencies and partner listservs).</p> <p>Google form plus write in option (email)</p>	
Feb 15-March 5	<p>Written Comments will be put in the shared google folder for Work Group members to review prior to meeting #5.</p>	<p><b>Feb 22, 6pm Virtual Public Meeting</b> to collect verbal comments. Brief overview of document and opportunity for questions and comments regarding the document.</p>	
Week Mar 8	<p>WG Meeting #5 to address public comment and create recommendations for Taskforce to further refine document. <b>March 9 @ 9am</b></p> <p>Send proposed final draft to Taskforce for review.</p>		
Week Mar 15	<p>Prepare glossy 1-2 page summary and press release</p>		<p>TF review recommended changes based on public comment</p>
Week Mar 22			<p>TF review recommended changes based on public comment</p>
Week Mar 29			<p>TF Meeting #4 to finalize and approve Strategic Plan. <b>March 30, 1pm</b></p> <p>Release to public</p>

