

<b>Sauk River CWMP</b>	<b>Implementation and Technical Team</b>  Meeting #2	<b>Date:</b> Wednesday, October 27 <sup>th</sup> , 2021
		<b>Time:</b> 9am-noon
		<b>Location:</b> Teams

## Microsoft Teams meeting

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<b>Facilitator:</b>	Cole Loewen, Fiscal Agent; Sarah Boser, Plan Coordinator	<b>Note taker:</b> Sarah Boser
<b>Attendees:</b>		
<b>Consultant</b>	➤ NA	
<b>Objectives:</b>	➤ Document Review	
<b>Pre-work</b>	Review meeting materials, come prepared to ask questions and provide feedback	

### Agenda Items

Topic	Purpose	Lead	Time allotted
• Fiscal Agent Agreement Highlights	Review	Cole	30 min.
• Cost Share Procedure Document	Review	Cole/Kyle/Sarah	45 min.
• Microsoft Sharepoint Site for Collaborative – who should be added from each entity? Preferably only one or two staff from each.	Decision	Sarah	15 min.
• Education & Outreach Subcommittee Update	Informational	Sarah/Cole	10 min.
• Upcoming Meetings – Prioritization homework due at the November meeting!	Informational	Sarah	5min.

#### Items for Future Meetings

- Project ranking discussion

#### Ground Rules:

- We will start / end on time
- Members will complete pre-work, read materials, and be prepared to meet
- Note-taker is to capture highlights of the discussion and decisions made, but not detailed minutes
- We will be respectful and promote open communication
- We will identify clear deadlines for when tasks are assigned to members and strive to meet them (both in developing materials and responding/providing feedback)