

VIVO Strategy Meeting Agenda

VIVO Strategy Group

Meeting Agenda

Time & Date:

12:00 pm -5:00 pm, Monday, December 1 - 8:30 am-12:00 pm, Tuesday, December 2, 2014

Venue:

The Ver Steeg Faculty Lounge, Room 3770, (South Tower)

Northwestern University (Evanston) Main Library

1970 Campus Drive, Northwestern University, Evanston, IL 60208-2300

Facilitators: Layne Johnson, Michele Kimpton, Jonathan Markow, and Mike Wright

Day 1, 12:00 pm - 5:00 pm, December 1

- Goals:
 - Review VIVO's Value Proposition / Mission
 - Identify and Discuss Key VIVO Goals & Issues
 - Prioritize Key VIVO Goals & Issues

- Welcome - 12:00 pm: Mike Conlon
- Lunch & Introductions - 12:00 pm -12:45 pm: All
- What Brings Us Here Today? - 12:45 pm -1:00 pm - Layne
- Mission: Review and Validate the VIVO Value Proposition - 1:00 pm - 1:30 pm
- Discussion of Goals and Issues by Strategic Theme 1:30 pm - 3:00 pm:
 - Community
 - Sustainability
 - Technology
- Break - 3:00 pm - 3:15 pm
- Prioritization of Goals and Issues by Strategic Theme - 3:15 pm - 4:15 pm
- Review and Validate 5 top goals for each strategic theme, Recap of Day 1 - 4:15 pm - 5:00 pm

Dinner:

7:00 pm, Monday, December 1, 2014. [The Stained Glass](#), 1735 Benson Ave, Evanston, IL 60201 +1-847-864-8600

Day 2, 8:30 am - 12:00 pm, December 2

- Goals:
 - Develop action plans for strategic theme goals identified
- Breakfast & Review of Day 1, Questions, Reflections, AOB - 8:30 am - 9:00 am
- Action Planning Breakouts - 9:00 am - 10:15 am
 - Community Action Plans - For each plan: Success Criteria / Milestones, Responsible Group / Person - Layne - facilitator - Note taker to edit the Community Goals Action Plan wiki page

- Sustainability Action Plans - For each plan: Success Criteria / Milestones, Responsible Group / Person - Michele - facilitator - Note taker to edit the Sustainability Goals Action Plan wiki page
 - Technology Action Plans - For each plan: Success Criteria / Milestones, Responsible Group / Person - Jonathan facilitator - Note taker to edit the Technology Goals Action Plan wiki page
- Mike - Overall Facilitator
- Break - 10:15 am - 10:30 am
- Action Plans - Reporting Out (~20 minutes/strategic theme) - 10:30 am - 11:15 am
- (Prepare to project the Action Plan Templates from VIVO Strategy wiki from your laptop)
 - Community
 - Sustainability
 - Technology
- Outcomes, Communication, Next Steps - Wrap Up - 11:15 am - 12:00 pm