

**Technical Changes Meeting**

**May 21st**

**Agenda:**

9:30-10:00 – Doors Open, Sign-In, Distribute Manuals

10:00-10:15 – Welcome, Introduction to the Meeting, and Introduction of Staff – Sonia

10:15-10:30 – Overview of the Project - Sonia

10:30-11:10 – Changes to the Submission Process – Beth

11:10-10:20 – 10 Minute Break

11:20-11:45 – Reporting and Data Summaries – Beth

11:45-12:30 – Box Lunch – Mix and Mingle

12:30-12:50 – Data Packages – Beth and David

12:50-1:50 – Data Conversion – Beth and Sonia

1:50-2:00 – 10 Minute Break

2:00-2:30 – Data Clean-up Process for Conversion – Beth

2:30-3:00 – Final Q&A – All R&A Staff

3:00-3:15 – Reminders of Upcoming Meetings and Other Updates

3:15 – Dismiss