

**Meeting Goals:**

- **Develop Group Relationships/Process**
- **Explore Subcommittee Scope and Timeline**
- **Identify Dependencies with other Subcommittees**
- **Refine/accept Subcommittee Charter**

----- Agenda -----

Topics	Lead	Time
<b>1. Welcome! Agenda Review</b>	Lisa Tuttle	<b>10:00 (5 min)</b>
<b>2. Subcommittee Process</b> <ul style="list-style-type: none"> <li>• Group process</li> <li>• Roles</li> <li>• Agenda Setting</li> </ul>	All	<b>10:05</b>
<b>3. Strategic Review of Subcommittee Scope</b> <ul style="list-style-type: none"> <li>• Priorities/Framework</li> <li>• Timeline</li> <li>• Dependencies with other SIM Subcommittees</li> </ul>	Lisa Tuttle  Ellen Schneider; Katie Sendze	<b>10:35</b>
<b>4. Review/acceptance of Subcommittee Charter</b>	Lisa Tuttle	<b>11:20</b>
<b>5. Education on Content areas</b>	All	<b>11:35</b>
<b>6. Meeting Evaluation</b>	All	<b>11:45</b>
<b>7. Interested Parties Public Comment</b>	All	<b>11:50</b>

**Next Meeting: Wednesday, December 4, 2013 10am – Noon; Cohen Center, Maxwell Room,  
22 Town Farm Rd, Hallowell**

