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| **Meeting Agenda** | **Project Name:** | PMO Website Team Meeting |
| **Date:** | Thursday, October 24, 2013 |
| **Time:** | 3:30pm-4:00pm, 253-GC, LSC |
| **Invitees:** | Michelle Dayton, Florence Yun, Heather Tomley, Roni Rivera |
| **Agenda Items** |
| Meeting Objective: To discuss status updates and team tasks for the PMO Website Project. Topics to cover: 1. Review PM Meeting Agenda example
2. Review Metrics Data Content
3. Discuss whether to proceed with in-house photo shoot or purchase a stock photo:
* Cost of purchasing USF PMO's image ([istockphoto.com](http://istockphoto.com). Ref # iStock\_000003746178XSmall.jpg) $19 plus tax
* Image options from Shutterstock $29 for 2 images – see Word Document
1. Review Project management articles from PM Hut – refer to email
2. Are there any other Project Management websites that the team recommends in addition to:
* <http://www.projectsatwork.com/>
* <http://www.pmhut.com/>
* <http://allpm.com/?view=login>
* <http://www.pmi.org/>
1. Status Updates on Action Items:
* MD to request final approval of PM Menu of Services form from Jim.
* HT to forward RR PMI articles that we can publish on our site.
* FY to send RR links to helpful project management websites, to be added to the "Resources" Tab.
* FY to send RR samples for 1) FTP Planning and 2) Risk Matrix
* RR to request additional Budget templates from Jim.
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