



Wednesday, May 06, 2009

9:00 am

SYHC Corp Offices

### Meeting Guidelines

- **Consistent**
  - Weekly Meetings every Tuesday at 10 am?
  
- **Organized**
  - Room booked in advanced – who's responsible? what's the procedure?
  - Equipment ready to use
  - Agenda will be published/distributed at least 2 days in Advanced
  - Minutes will be kept
  - Project Website
  
- **Productive**
  - Participants are committed, prepared and see value in the meetings
  - Issue log will be maintained
  
- **Interactive, Staff Driven**
- **Outcome Driven**