**COOP/COG Program Committee Meeting**

Insert Date Here

Insert Meeting Location Here

Insert Time Here

**MEETING AGENDA**

**Meeting #1**

1. INTRODUCTIONS
2. COOP/COG OVERVIEW
3. ROLE OF PROGRAM COMMITTEE
4. SCHEDULE
   1. Discussion of data gathering tools
   2. Months 3 - 6 – Offices and Departments – materials to Insert Plan Manager prior to Insert Deadline Here
   3. Months 7 -8 – compilation work and opportunity to build into budgeting process as needed
   4. Months 9 - 10 – draft plan back to Program Committee (next official meeting)
   5. Months 11 - 13 – BOS Discussions
5. COMMENTS/QUESTIONS