

- E.1 Project Kick-Off Meeting (conference call)

Task Description: The provider will hold a project kick-off meeting to establish contact information, routes of communication, points of contact, and administrative procedures. A list of attendees, contact information sheet and meeting minutes will be produced by the provider.

Deliverables from Contract: [Conference call minutes](#)

Status: Task Complete

- E.2 PM-Project Progress Reports (per bimonthly report)

Task Description: Bimonthly progress reports will be provided that summarize the general status of each task, progress during the reporting period, activities planned in the next reporting period, and any issues, problems or decisions with significant effect on project implementation. This task includes time for the project manager, for project team and Program Coordination, Subcontract maintenance, project financial analysis, and invoicing.

Deliverables from Contract:

Progress Reports [1](#), [2](#), [3](#), [4](#), [5](#), [6](#), [7](#), [8](#), [9](#), [10](#), [11](#), [12](#), [13](#), [14](#), [15](#), [16](#), [17](#), [18](#), [19](#), [20](#), [21](#), [22](#), [23](#)

Status: Task Complete

- E.3 RRAC or TRAP Presentation (per meeting)

Task Description: The provider shall present project result updates to the RRAC, TRAP or other occasions as requested by the department in writing.

Deliverables from Contract: Meeting agenda and minutes: [July 1, 2009](#); [June 10, 2010](#); [December 10, 2010](#); [January 4, 2012](#); [June 21, 2012](#); [September 11, 2013](#); [October 22, 2013](#); [September 25, 2014](#)

Status: Task Complete

- E.4 RRAC or TRAP Meeting Attendance (per meeting)

Task Description: The provider shall attend meetings of the RRAC, TRAP or other occasions as requested by the department in writing.

Deliverables from Contract: Meeting agenda and minutes

RRAC or TRAP Meeting Presentations and Attendance: [August 27, 2009](#); [December 16, 2009](#); [March 23, 2010](#); [November 5, 2010](#); [April 10, 2012](#); [November 14, 2012](#); [December 11, 2012](#); [August 29, 2013](#); [March 3, 2015](#); [July 28, 2015](#)

Status: Task Complete

- E.5 PAC Meetings (per meeting)

Task Description: Project Advisory Committee (PAC) review panel will be assembled and a project review meeting coordinated with the project team. Prior to the review meeting, PAC members will be provided information concerning the background and motivation for this project, goals, methods, and initial results. At the review meeting project team members will present the technical approach and findings such that the PAC

can critique the project work. A summary report that documents PAC input and team response will be provided.

Deliverables from Contract: Meeting agenda and minutes

Status: Task Eliminated