

PC4A Biweekly Meeting
January 23, 2023 at 3:30pm

Agenda

Previous Meeting Actions

1. Approval of minutes from January 9, 2023 meeting.
2. Update on Action Items:

Action Item	Status
Send invoice templates to partners	Complete
Send tutoring flyer to partners	Complete

Announcements/Updates

1. IRB Updates
 - a. All documentation sent to OHRO for approval.
 - i. OHRO approval letter received 1/19/2023.
2. Updates on purchasing of virtual labs.
3. Tutoring Session Updates.
 - a. Scheduling form is now live, please continue publicizing the service.
4. First Quarterly Report Update
 - a. Requests for DoD involvement at future events.
5. Invoice and Travel Reminders
 - a. Travel expense forms overview.
 - b. Invoice procedure reminders
 - i. RI suggests storing a copy of receipts/proof of payment with all submitted invoices for reference if requested.
6. Partner Event Reminders
 - a. Please share all activities so we can publicize events on social media and PC4A website.
 - b. Please share any publications, flyers, photos, etc.