

**PC4A Biweekly Meeting**  
**November 14, 2022 at 3:30pm**  
**Agenda**

**Previous Meeting Actions**

1. Approval of minutes from October 31, 2022 meeting.
2. Update on Action Items:

<b>Action Item</b>	<b>Status</b>
Finalize all SoW's as soon as possible	MC3-complete, NCC- complete, PHCC-submitted, WCCC-awaiting signature, Bucks – awaiting final SoW, BC3 – awaiting final SoW
Provide feedback regarding website content	On-going
Contact Test Out for virtual labs options	PM attended meeting on 11/1
Send STEAM Academy PowerPoint	Will send to partners
Begin research regarding IRB process at individual institutions	On-going
Send list of activities to PM before 11/3/2022	Complete (thank you!)

**Announcements/Updates**

1. One-on-one meeting review
2. Reporting Template review
  - a. Baseline Data
  - b. Quarterly Reports
  - c. Data Call
3. Soft Skills Survey review
4. Virtual Lab Offerings (JB Learning, TestOut)
5. Partner updates
  - a. Bucks County Community College
  - b. Butler County Community College
  - c. Montgomery County Community College
  - d. Northampton Community College
  - e. Penn Highlands Community College
  - f. Westmoreland County Community College