PC4A Biweekly Meeting
March 20, 2023 at 3:30pm

Agenda

Previous Meeting Actions

1. Approval of minutes from March 6, 2023 meeting.
2. Update on Action Items:

<table>
<thead>
<tr>
<th>Action Item</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>All partners to email contact information to <a href="mailto:ltaylor@iup.edu">ltaylor@iup.edu</a></td>
<td>Not complete</td>
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</tbody>
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Announcements/Updates

1. Progress Reports/Quarterly Templates
   a. Completed reports are due no later than **5pm on Friday, April 14, 2023 (no exceptions)**.
   b. All partners except one have complete or at least scheduled a one-on-one meeting to discuss progress.
   c. Partners are reminded to include as much possible detail in their reports, covering all grant related activities, accomplishments, plans, etc.

2. Invoice Reminders
   a. All partners must submit invoices by **no later than 5pm on Friday, April 14**.
   b. Any partner who does submit an invoice for this quarter will need to schedule an additional one-on-one meeting to discuss options for the continuation of their contract in Year 2.

3. Upcoming Annual Conference
   a. Tentatively scheduled for Wednesday, May 31, 2023
   b. Partners must submit names and email addresses for any attendees.
   c. Partners should be prepared to make a 20-minute presentation during the conference which addresses the following:
      i. Overview of Y1 planned activities
      ii. Accomplishments thus far
      iii. Future Y1 activities
      iv. Challenges
      v. Lessons learned

4. Certification Survey for Baseline Data Collection
   a. The IUP IRB has been contacted regarding our use of the survey. Partners are not to distribute the survey until we heard back from the IRB.
   b. Partner are asked to provide feedback on the survey or other possible options for creating a baseline of certification rates.

5. New Cisco Certifications – Certified Support Technician, Cybersecurity or Networking
   a. New certifications not currently approved by the DoD, however:
      i. Cisco describes these certifications as the first step to obtaining CyberOps and CCNA, which are approved.
ii. Project objectives should be focused on DoD approved certs, but these certs might be a good start for students might not otherwise get/be able to get certified.

6. Social Media Updates
   a. Campaign to begin March 20, 2023
   b. Partners are reminded to involve their marketing department with PC4A for a wider reach in social media marketing efforts.

7. Partner Reports/Questions