

PC4A Biweekly Meeting  
March 6, 2023 at 3:30pm  
Agenda

**Previous Meeting Actions**

1. Approval of minutes from February 20, 2023 meeting.
2. Update on Action Items:

Action Item	Status
All partners to email contact information to <a href="mailto:ltaylor@iup.edu">ltaylor@iup.edu</a>	Not complete

**Announcements/Updates**

1. Second Quarterly Report Template Review
  - a. **Due no later than April 14, 2023**
2. Upcoming PC4A Annual Conference
  - a. Doodle Poll will be sent by the end of this week to determine best dates.
  - b. **Deadline for doodle poll is March 17, 2023**
3. DoD STEM Technical Exchange
  - a. PI met with DoD STEM Leadership during the inaugural DoD STEM Technical Exchange Conference on February 24, 2023 and presented the progress of our project [in a 45-minute session](#).
4. One-on-One Partner Meetings
  - a. The PI/PM will reach to each partner very soon to schedule a one-on-one Zoom meeting to discuss grant progress and help with any outstanding issues.
5. Possible PM Visits to Partner Schools
  - a. Our team at IUP is also discussing the possibility of the PM visiting each of the partners to promote more collaborations. Details coming soon.
6. Faculty Professional Development Events
  - a. WCCC event scheduled for April 1, 2023. A flyer, brochure, and schedule will be created soon and made available on the PC4A website.
  - b. PHCC event scheduled for April 15, 2023. More information will be available soon.
  - c. All other partners are to stay tuned for communication from the PI regarding their school's events.
7. Invoice Reminders
  - a. All invoices for the second quarter (January through March) must be submitted by **April 14, 2023** to be included in the second quarterly report.
    - i. Partners who do not submit invoices for this quarter are required to schedule a meeting with the PI and/or PM to discuss options.
8. Partner Reports