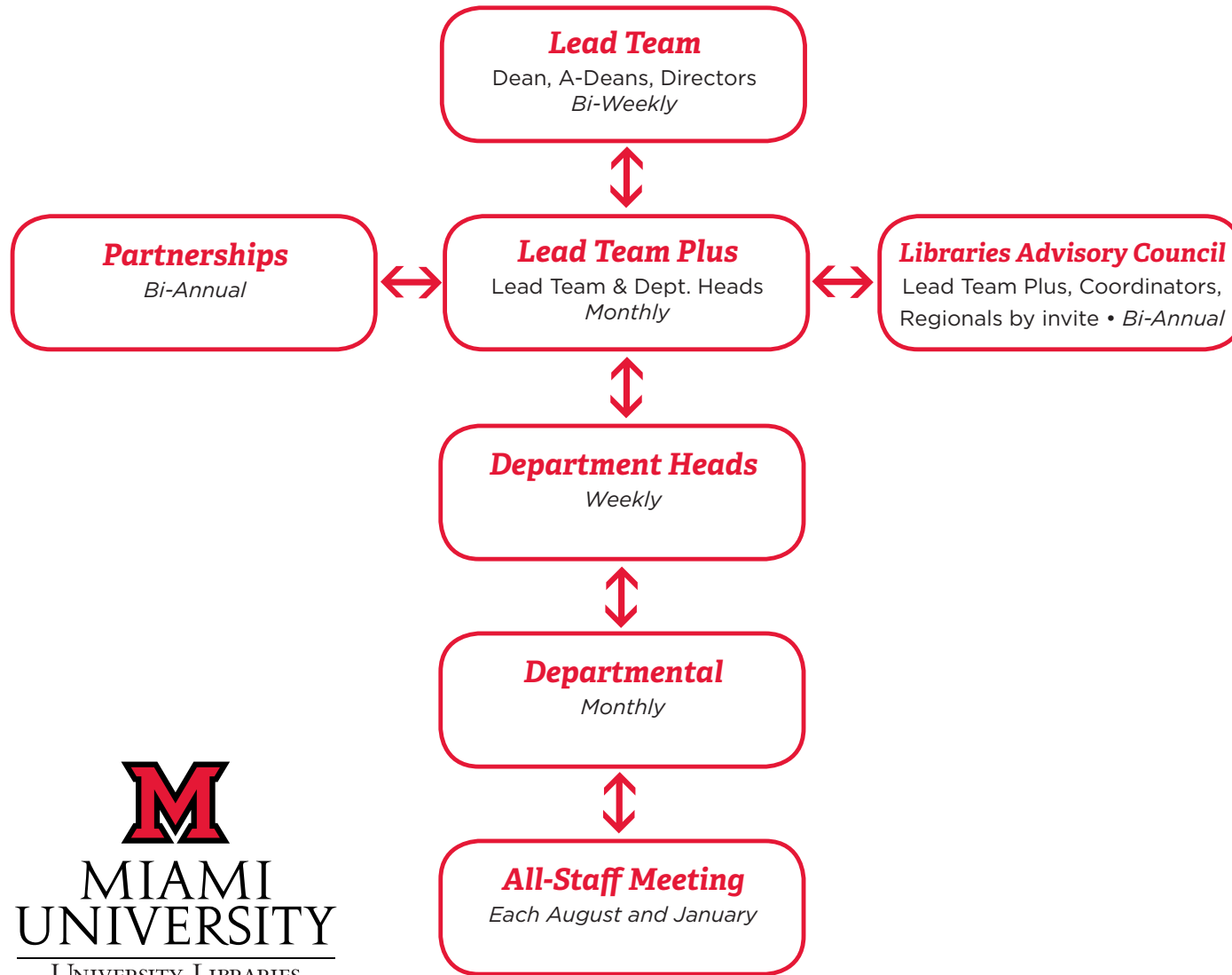


Meeting Structure/Flow.....



Objectives

- Maximize the **flow of information** to all levels of the University Libraries in as real-time a manner as possible.
- Create **consistency** in meeting frequency, dates and locations.
- Support a **structure** within which staff know when and where to present ideas.
- Clearly define **who** is part of each meeting and ensure every member of the staff has a regular platform.
- Improve **collaboration** and synergy between departments in the broader effort to operationalize the master plan strategy..
- Introduce **best practices** to maximize the time invested in staff meetings.
- Emphasize **transparency** by developing processes and infrastructure to share meeting happenings.
- Remain **flexible** by continually assessing meeting effectiveness and information flow.

Fall - Spring 2018 Miami University Libraries Leadership / Management Meeting Schedule

October	November	December	January	February	March	April	May
			1 M				1 T
			2 T				2 W
			3 W				3 Th
			4 Th	1 Th	1 Th		4 F
			5 F	2 F	2 F		5 Sat
			6 Sat	3 Sat	3 Sat		6 Sun
1 Sun	5 Sun	3 Sun	7 Sun	4 Sun	4 Sun	1 Sun	6 Sun
2 M	6 M	4 M	8 M	5 M	5 M	2 M	7 M
3 T	7 T	5 T	9 T	6 T	6 T	3 T	8 T
4 W	8 W	6 W	10 W	7 W	7 W	4 W	9 W
5 Th	9 Th	7 Th	11 Th	8 Th	8 Th	5 Th	10 Th
6 F	10 F	8 F	12 F	9 F	9 F	6 F	11 F
7 Sat	11 Sat	9 Sat	13 Sat	10 Sat	10 Sat	7 Sat	12 Sat
8 Sun	12 Sun	10 Sun	14 Sun	11 Sun	11 Sun	8 Sun	13 Sun
9 M	13 M	11 M	15 M	12 M	12 M	9 M	14 M
10 T	14 T	12 T	16 T	13 T	13 T	10 T	15 T
11 W	15 W	13 W	17 W	14 W	14 W	11 W	16 W
12 Th	16 Th	14 Th	18 Th	15 Th	15 Th	12 Th	17 Th
13 F	17 F	15 F	19 F	16 F	16 F	13 F	18 F
14 Sat	18 Sat	16 Sat	20 Sat	17 Sat	17 Sat	14 Sat	19 Sat
15 Sun	19 Sun	17 Sun	21 Sun	18 Sun	18 Sun	15 Sun	20 Sun
16 M	20 M	18 M	22 M	19 M	19 M	16 M	21 M
17 T	21 T	19 T	23 T	20 T	20 T	17 T	22 T
18 W	22 W	20 W	24 W	21 W	21 W	18 W	23 W
19 Th	23 Th	21 Th	25 Th	22 Th	22 Th	19 Th	24 Th
20 F	24 F	22 F	26 F	23 F	23 F	20 F	25 F
21 Sat	25 Sat	23 Sat	27 Sat	24 Sat	24 Sat	21 Sat	26 Sat
22 Sun	26 Sun	24 Sun	28 Sun	25 Sun	25 Sun	22 Sun	27 Sun
23 M	27 M	25 M	29 M	26 M	26 M	23 M	28 M
24 T	28 T	26 T	30 T	27 T	27 T	24 T	29 T
25 W	29 W	27 W	31 W	28 W	28 W	25 W	30 W
26 Th	30 Th	28 Th				29 Th	31 Th
27 F						30 F	
28 Sat						31 Sat	
29 Sun						28 Sat	
30 M						29 Sun	
31 T						30 M	

Lead
 Lead Plus
 Dept Heads
 Departmental
 Partnerships
 LAC
 All Staff