

Agenda for Working Group kickoff

	Items for discussion	Time (ET)
Agenda and goals	<ul style="list-style-type: none"> ▪ Goals of PAI and Working Groups ▪ Working Group's relation to PAI 	10:00-10:15a
Introductions	<ul style="list-style-type: none"> ▪ Name / Organization ▪ Icebreakers 	10:15-11:00a
Charter alignment	<ul style="list-style-type: none"> ▪ Incorporate member input and align on final version 	11:00-11:45a
Break		11:45a-12:00p
Project proposal prioritization	<ul style="list-style-type: none"> ▪ Discuss PAI resources, expected outputs, and important milestones ▪ Review potential proposal ideas and submissions ▪ Members align with preferred project(s) 	12:00-12:45p
Lunch		12:45-1:15p
Project proposal breakouts	<ul style="list-style-type: none"> ▪ Further develop project ideas, including potential deliverables, execution roadmap, and resource needs ▪ Elect leads for next steps and writing full project proposal 	1:15-2:45p
Report back from breakout	<ul style="list-style-type: none"> ▪ Present updates from group conversations 	2:45-3:30p
Next steps	<ul style="list-style-type: none"> ▪ Identify immediate follow-ups and align on responsibilities ▪ Plan cadence of future meetings 	3:30-4:00p

Dinner accommodations will be made for those who can attend in-person. Details to be sent out shortly.