|  |  |  |
| --- | --- | --- |
| **Meeting Agenda** | **Project Name:** | PMO Website Team Meeting |
| **Date:** | Thursday, October 24, 2013 |
| **Time:** | 3:30pm-4:00pm, 253-GC, LSC |
| **Invitees:** | Michelle Dayton, Florence Yun, Heather Tomley, Roni Rivera | |
| **Agenda Items** | | |
| Meeting Objective: To discuss status updates and team tasks for the PMO Website Project.  Topics to cover:   1. Review PM Meeting Agenda example 2. Review Metrics Data Content 3. Discuss whether to proceed with in-house photo shoot or purchase a stock photo:  * Cost of purchasing USF PMO's image ([istockphoto.com](http://istockphoto.com). Ref # iStock\_000003746178XSmall.jpg) $19 plus tax * Image options from Shutterstock $29 for 2 images – see Word Document  1. Review Project management articles from PM Hut – refer to email 2. Are there any other Project Management websites that the team recommends in addition to:  * <http://www.projectsatwork.com/> * <http://www.pmhut.com/> * <http://allpm.com/?view=login> * <http://www.pmi.org/>  1. Status Updates on Action Items:  * MD to request final approval of PM Menu of Services form from Jim. * HT to forward RR PMI articles that we can publish on our site. * FY to send RR links to helpful project management websites, to be added to the "Resources" Tab. * FY to send RR samples for 1) FTP Planning and 2) Risk Matrix * RR to request additional Budget templates from Jim. | | |
|  | | |