Dear HeadsUp Steering Committee members,

A reminder that we will meet 2-3 p.m. Tuesday, July 18, in Marshall Building Room 340. An agenda is pasted below. If you would like to Skype in just email me with your Skype handle and I’ll add you to the gathering. I understand quite a few people are out of town, so if you have recommendations for retreat topic sessions and speakers, feel free to let me know ahead of time. I will email out a summary after the meeting.

Thanks!

Dave

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HeadsUp Steering Committee
2-3 p.m., July 18, 2017
Marshall Building Room 340
(or Skype in at David.Cuillier)

Members who can attend:
- Linda Shaw
- Patrick Lyons
- David Cuillier
- Jana Hawley

Members who can attend via Skype:
- Monica Kraft
- Anthony Muscat

1. **HeadsUp Retreat planning**
   a. Finalize speakers (in addition to President Robbins and Provost Comrie)
   b. Finalize topics/sessions and schedule

2. **HeadsUp Lunches**: Schedule topics/leaders for fall semester

3. **HeadsUp webpage features** (if time)