



**Conflict Free Case Management Task Group
Final Report
Appendix Three
Timeline for Materials**

Task	Entity	Timeframe
Meeting Preparation		
Develop draft agenda	Chairs and Facilitator	5 business days after meeting
Circulate draft agenda to Task Group and Division	Facilitator	5 business days after meeting
Submit proposed modifications or additions	Task Group	8 business days after meeting
Revise agenda and distribute to Group	Chairs and Facilitator	10 business days after meeting
Distribute Meeting Packet to Task Group: <ul style="list-style-type: none">• agenda• work plan• parking lot tracking sheet• supplemental material	Facilitator	5 business days prior to meeting
Meeting Documentation		
Draft meeting summary and updated parking lot issue tracking sheet	Facilitator	3 business days following meeting
Follow up clarifications as necessary	Facilitator to Group and/or Division	5 business days after meeting
Distribute to Task Group	Facilitator	5 business days after meeting
Between Meetings		
Update work plan for Division	Facilitator	2 weeks post meeting/pre meeting