



PLN, AEA, ASRED Joint Virtual Meeting
August 24-27, 2020

Preparing Action and Accomplishment Items

Download the Template

- Go to the PLN website: <http://srpln.msstate.edu/index.html>
- Go to your committee on the “Committees” tab at the top of the page
- Look under “[Committee Name] Update Materials”
- Locate the 2020-2021 Action & Accomplishments Template (PPT)
- Right click on the document and “save link as”
- Select the place you want to save the document.
- Open and proceed to create your content.

Prepare the Action Item(s):

Action items should be plans or intended actions arising from a committee that need to be approved by AEA and ASRED. The pieces should be short and to the point. Action Items are not required if you do not have anything that fits the criteria.

- Use the Action Items PowerPoint slide to create your action items.
- Fill in the information using the bullet prompts (background, committee(s) involved, action requested, timeline)
- Keep all information for one action item on one slide
- Do not change the fonts, colors or styles as these have to be combined from all committees
- Add additional Action Item Slides if needed: To duplicate, right click on the Action Item slide in the left sidebar, and click “Duplicate Slide.”

Preparing the Accomplishment Slide – One slide per committee - Required:

Accomplishments should be a summary of key actions completed by the committee in the previous year that demonstrate the value of working together regionally. Limit these to your most impactful work.

- Use the Accomplishments slide – 1 slide per committee.
- Write short, concise bullets describing what your committee has accomplished together in the past year. This is not the place for individual state accomplishments, rather for committee efforts.
- Do not change the fonts, colors or styles as these have to be combined from all committees
- Only one slide per committee

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