



Senior Staff Retreat May 25, 1995

- I. Structure: Duties, Responsibilities, (& Titles)
 - A. Senior Staff
 - B. Team Leaders
 - C. Analysts
 - D. Investigator(s)
 - E. Support Staff
 - F. Interns

- II. Communications
 - A. Senior Staff Meetings
 - B. Full Staff Meetings
 - C. Brown Bag Lunches
 - D. Social Events

- III. Strategy & Planning
 - A. Jeremy's Policy Priorities Committee Proposal
 - B. Long Term Planning
 - 1. Goals: Where to we want to go?
 - 2. Programs: How do we get there?
 - 3. Documentation: Formal/Informal?

- IV. Nuts and Bolts
 - A. Office Hours
 - B. Security
 - C. Filing System
 - D. Databases
 - E. Style Manual
 - F. Publications