2020

E Team meetings occur every week. Biweekly 50 mins and alternately biweekly 1 hour 15 mins.

The first Monday of every quarter will be in person for 3 hours. Location TBD, preferred location is SOC Office.

Updates to the OneNote occur weekly on Thursdays. [E-Team](onenote:http://sites/SO/SOC/OneNote%20Share%20ETeam%20Only/E-Team/)

Executive Admin will send out a reminder on Thursday for RVP’s to enter in their Projects, Sales & Non-Sales Initiatives & Pilots.

Action Item Tracker is reviewed biweekly for updates.

Items needing to be entered into the OneNote can be sent to the Regional Admin EA’s or entered in directly by ETeam using the Standing Format Agenda.

Executive Admin will update the OneNote after the call, moving any items not discussed to the following week and updating any action items.