

**NASA Office of Education
Standard Team Meetings**
(EHB-3003)

WEEKLY

Monday Afternoon Tag-Up

Who: AA for Education, Deputy AAs, Outcome Managers, Executive Officer, Secretary, Management and Policy Analyst, Strategic Portfolio Accountability Manager, and Office of General Counsel, Office of Legislative and Governmental Affairs, and Office of Communications Planning education liaisons

When: Every Monday 1-2 pm

Where: 6th Floor Conference Room

OE Strategy and Planning Meeting

Who: AA, Deputy AAs, Program Managers

When: Every Tuesday

OE Stand-Up

Who: All OE Team Members

When: Every Wednesday 11-11:20 am

Where: 9th Floor Education Suite

AA Meeting with Secretary and Executive Officer

Who: AA for Education, Secretary, Executive Officer

When: Every Wednesday

MONTHLY

Education Coordinating Committee ViTS

Who: AA, Deputy AAs, ECC Members; others as appropriate

When: Details sent out monthly

Monthly Project Review Telecon

Who: OE Budget Team, Core Education Project Managers, Center Budget Teams, Outcome Managers *[optional]*

When: Second Wednesday of every month

QUARTERLY

Education Coordinating Committee Meeting

Who: AA, Deputy AAs, ECC Members; others as appropriate

Where: Rotates among Centers

AS NEEDED

All-Hands Meetings

Who: All OE team members; others as appropriate

Where: Varies. Agenda and meeting location sent out in advance of meeting.