

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

**SEMIWEEKLY**

**AA Meeting with Executive Officer and Secretary**

**Who:** AA for Education, Executive Officer, Secretary

**When:** Every Tuesday and Thursday. Time varies. Typically 30 minutes.

**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:** 6<sup>th</sup> Floor Conference Room

**Senior Staff**

**Who:** AA and Deputy AAs

**When:** Every Tuesday 9-10 am

**OE Stand-Up**

**Who:** All OE Team Members; Visitors

**When:** Every Wednesday 11-11:20 am

**Where:** 9<sup>th</sup> Floor Education Suite

**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.