Good Day Project Coordinators,

As promised, attached are the slides and below is a link to the recording for the Wave 1 Core Team Kickoff meeting held on October 21:

>   Recording: Click here to view
>   Passcode: w9^U?NO?

Here are some things to be aware of and resources to come:

- Procure-to-Pay Deployment Plan Elements: Attached is a trimmed down version of the plan for your review. Please reach out if you'd rather have the full document.

- Core Team Meetings start after January: I will send calendar invitations soon for your agency's recurring core team meetings. These invitations will go to project coordinators who can then forward to team members.

- Data Collection Template Info Sessions: Starting November 16, we'll hold 1-hour informational sessions on Tuesdays and Thursdays to help agency Organization Administrators fill out the data collection template. These sessions run for 4-weeks, excluding November 29 through December 3. *Note: Data collection templates are due December 23.*

- Organization Administrator (OA) Refresher Training: We're offering OA training for those who may need a refresher on adding users, user roles, permissions and departments. This is a three day training for 2-hours per day on November 16, 17 and 18. I'll send an invite with all of the details directly to OA's with a cc to the project coordinators.

- OregonBuys Core Team Resources – Phase 2: I have added you all to the Workday folder which will house recordings, powerpoints, and documents. If you want to add any staff, just access the folder by signing in, clicking on your profile picture, selecting drive, and you should see the folder. On the right hand side after highlighting the folder you should be able to select share and enter the name of the person you would like to add. If you have any issues, just let me know.

Finally, please visit the Core Team Info section of this project webpage and verify your agency's OA and contact information in the "list of Core Team contacts". I'll be sending out meeting details soon and want to make sure it gets to the right person. If you have a backup OA, please make arrangements with your OA to forward info accordingly.

Thanks for your continued partnership and let me know if you have questions.

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