



Executive Office State of West Virginia Site Visit Agenda

BTOP Recipient Site Visit

March 14-15, 2011

Session Name	Time	Required Attendees	Session Type
Monday, March 14:			
1. Greet quest upon arrival	8:30am – 9:00am	BTOP Team, Mike Todorovich, Joan Smith	Event / Meeting
2. Kickoff Meeting	9:00am – 10:00am	BTOP Team, Key Project Staff, All Invitees	Meeting
3. Meeting with AOR and Project Director	10:00am – 10:30am	BTOP Team, Jimmy Gianato, Mike Todorovich	Meeting
4. Programmatic Review	10:30am – 12:00pm	BTOP Team, Key Project Staff, All Invitees	Recipient Presentation / Document Review
5. Lunch	12:00pm – 1:00pm		Lunch
6. Grant Management/Procurement Review	1:00pm – 3:00pm	BTOP Team, Key Project Staff, All Invitees	Meeting
7. Observation Tours – Tower Site Visit – Tower Update – DHSEM Warehouse Visit – Inventory Routers	3:00pm – 5:00pm	BTOP Team, Michael Todorovich, Jimmy Gianato, Joe Gonzales, Fred Smart	Field Review / Tour
Tuesday, March 15:			
8. Governor’s Executive Office Visit	8:30am – 9:00am	BTOP Team, John Dunlap, Mike Todorovich, Joan Smith	Tour
9. Tiger Team Meeting Visit	9:15am – 9:45am	BTOP Team, Mike Todorovich, Joan Smith, John Dunlap & Team	Meeting
10. WV Dept. of Commerce Visit	9:50am – 10:10am	BTOP Team, Mike Todorovich, Joan Smith	Tour



BROADBAND TECHNOLOGY OPPORTUNITIES PROGRAM (BTOP)

Session Name	Time	Required Attendees	Session Type
11. Break and travel back to NGWV site	10:15am – 10:30am		Travel
12. Project Management Review	10:30am – 12:00pm	BTOP Team, Key Project Staff, All Invitees	Document Review / Q&A
13. Lunch	12:00pm – 1:00pm		Lunch
14. Financial Management Review	1:00pm – 2:30pm	BTOP Team, Key Project Staff, All Invitees	Recipient Presentation / Document Review
15. Break	2:30pm – 2:45pm		Break
16. Wrap-up Meeting	2:45pm – 3:45pm	BTOP Team, Key Project Staff, All Invitees	Meeting