

Time line for new housing projects team

Goals/roles

Rick: Observer
Honor: Coordinator &
Implementor Sonya:
Monitor-Evaluator &
Specialist

Assign roles for the tasks
involved

Review current procedure
to see if improvements can
be made

have regular meetings for
feedback and progress
reporting

12.01.21

Meeting with Sony
and Erin to discuss
roles and procedures

Current

Roles have been assigned -
currently creating the files
for on site and in the office

Reviewing the process as
we process more houses to
see where changes can be
made if any

Future

Follow up meeting to see
if team is happy in their
roles

get any feedback

Amend
documents/procedure as
needed from feedback

Future

Continue to have
meetings every 2 - 3
months for feedback and
changes

