— Planning Record
Record date: [redacted]
Course date: [redacted]
Coordinator: Judge
Co-PM:

Current state
- The faculty scheduling poll was sent and is no longer an unsent task.
- Judge identified midday as the preferred meeting
- Judge said the first call could be primarily for judicial faculty; optional outside speakers should not block the meeting.
- joins the planning side as co-PM.

Faculty / source direction
- Ms. [redacted] is part of the MVA lane.
- Dr. [redacted] may be brought in separately for the Medical Advisory Board lane.
- Judge [redacted] requested the 2025 Docket and Courtroom Control material for review with her law clerk.
- Judge described her role as managerial/coordinator rather than the lead instructional role.

Email / meeting
- Group scheduling email stays short.
- After the date is locked, individual faculty messages should carry prior materials, questions for their portions, and a direct offer of production support.
- Use Judge never her first name, in professional work communication.

Next actions
1. Monitor poll responses.
2. Lock the meeting
3. Send requested prior-year materials.
4. Follow individually with judicial faculty, Ms. and Dr. as their roles require.
5. Include in planning, meeting

Source boundary
Outlook remains the authoritative communication record. This is a sanitized operational note, not a duplicate email archive.