

## **Support Proposal: UCSF Bi-Weekly Meeting Support for 2025**

**Prepared for:** UCSF Staff and Program Administrators

**Prepared by:** Post Captain

**Support Duration:** January 8, 2025 – December 31, 2025

---

### **Proposal Overview**

Post Captain proposes providing bi-weekly support meetings for UCSF staff throughout 2025. These meetings will be conducted virtually and will allow UCSF to seek guidance, ask questions, and discuss any issues or updates related to their projects and systems. Each meeting will last one hour.

---

### **Support Schedule**

**Start Date:** January 8, 2025

**Frequency:** Every other week (bi-weekly)

**Duration:** One hour per session

**End Date:** December 31, 2025

#### **Specific Meeting Dates:**

1. January 8, 2025
2. January 22, 2025
3. February 5, 2025
4. February 19, 2025
5. March 5, 2025
6. March 19, 2025
7. April 2, 2025
8. April 16, 2025
9. April 30, 2025

10. May 14, 2025
  11. May 28, 2025
  12. June 11, 2025
  13. June 25, 2025
  14. July 9, 2025
  15. July 23, 2025
  16. August 6, 2025
  17. August 20, 2025
  18. September 3, 2025
  19. September 17, 2025
  20. October 1, 2025
  21. October 15, 2025
  22. October 29, 2025
  23. November 12, 2025
  24. November 26, 2025
  25. December 10, 2025
  26. December 24, 2025
- 

### **Total Hours of Support**

The calendar year 2025 includes 52 weeks. With bi-weekly meetings starting on January 8, 2025:

- **Number of meetings:** 26 sessions (one every two weeks)
  - **Total hours:** 26 hours
- 

### **Meeting Structure**

Each support meeting will include the following:

1. **Check-In (10 minutes):**
  - Review of previous discussions and updates.
  - Identification of any immediate concerns or challenges.
2. **Focused Discussion (40 minutes):**

- Addressing specific topics or questions brought by UCSF staff.
- Providing guidance or solutions to ongoing issues.

**3. Action Items & Follow-Up (10 minutes):**

- Summary of action items and deliverables.
  - Scheduling of follow-ups as needed.
- 

**Deliverables**

1. **Meeting Notes:** A summary of each meeting's discussions, action items, and any relevant follow-ups will be provided to UCSF staff within 24 hours of the session.
  2. **Actionable Guidance:** Tailored advice and solutions for UCSF's projects and operations.
  3. **Ongoing Support:** Continuous engagement and availability to address UCSF's evolving needs.
- 

**Conclusion**

This support proposal outlines a structured schedule to provide UCSF staff with consistent and reliable guidance throughout 2025. With 26 planned sessions, Post Captain is committed to ensuring UCSF's needs are met effectively and efficiently.