# PC4A Biweekly Meeting
## August 4, 2025 at 11:00 AM
## Agenda

**Previous Meeting Actions**

1. Approval of minutes from the July 2, 2025 meeting.

**Announcements/Updates**

1. **Dod STEM Data Call**
   a. Partners are asked to send total participants (non-students) of PC4A sponsored activities that occurred between September 2023 and August 2024 to the PM **as soon as possible.**

2. **Y3 Partner Data**
   a. Partners are reminded to send their Y3 project data to the PM by no later than **Sept 1, 2025**. Data templates were shared with partners in early July.

3. **Annual Reports**

   a. Annual report templates will be sent to partners soon. Templates will be due **Sept 15, 2025**.
   b. **Please note:** Regardless of if the project concludes on August 31 or if Y4 is funded, all partners must submit an annual report.

4. **Preparations for Y4 (if funded)**
   a. If the NCE is approved, partners need to be prepared to quickly submit their Scopes of Work, Budgets, and Budget narratives (one week turnaround time expected). Partners will also be asked to share availability for monthly meetings in the fall.

5. **PC4A Partner Updates (activities since last meeting)**