Date: 2/14/2025	University of Washington Tacoma Slate Student Success Implementation Project Update
Project Update	● K&Co showcased a first version of the concierge portal to the advising team ● K&Co and USD IT are finalizing major-related requirements for the data ● Working session with a group of advisors was held today and updates to the notes form were discussed ● K&Co uploaded system keys into Slate ● Documentation is being updated as needed ● K&Co will schedule additional working session with the student success admin to complete knowledge transfe
Work-To-Date	**Discovery & Project Planning - In-Progress** ● Identify stakeholder groups - DONE ● Schedule sessions - DONE ● Schedule weekly project check-ins with the core project team - DONE ● Slate mini-audit - DONE ● Provide recommendations for shared instance based on Slate audit - No specific recommendations ● Project Planning Guide - DONE ● Conduct discovery - DONE ● Technology inventory - DONE ● User stories - DONE ● Share stories with UW Tacoma team - DONE **Data Gathering - In-Progress** ● Student success integration workbook - DONE ● Interactions, communications, appointments scheduling and forms - DONE ● Pilot user list and access - DONE **Slate Student Success Build - In-Progress** ● Slate data model - DONE ● Data Architecture Build - DONE ● Enrollment Student Portal - In-progress ● Communications - DONE ● Forms - DONE ● Forms Workflow - In-progress ● Permission Structure - DONE ● Interactions - In-progress ● Concierge portal - In-progress

Next Steps	For K&Co
	• Update data in Slate once USD IT sends new files.
	• Update concierge portal.
	• Update notes form.
	For UW Tacoma
	• Discuss Slate branding and student statuses
	• Update data retrieval script