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| **Enterprise-wide Lean and Continuous Improvement Community of Practice** | **November 19, 2024****10:30 am – 12:00 pm**[Zoom Meeting](https://us02web.zoom.us/j/81485638623)Meeting ID: 814 8563 8623 |

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| **Meeting Purpose** | * Learn best practices for creating digitally accessible presentations
* Discover the Disability Inclusion Network, a business resource group for members of the disabled community and allies in Washington State
* Share current projects and process improvements
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| **Community Expectations** | * Treat others with respect and patience
* Practice the golden rule (treat others how you want to be treated)
* Be present
* Show up on time (as schedules allow)
* Assume good intentions
* Provide grace as we form a community
* If possible, turn cameras on when speaking
* Mute your mic unless speaking
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| **#** | **Agenda Item** | **Time** | **Lead** |
| **1** | **Welcome & Announcements** | 10:30 – 10:40 | Theresa Dew and Talia Mazzara, Senior Performance AdvisorsResults Washington |
| **2** | **Project Share**Disability Inclusion Network Overview | 10:40 – 11:05 | Sarah Norton, Past ChairJess Clayton, Vice ChairWashington State Disability Inclusion Network Business Resource Group |
| **3** | **Q&A** | 11:05 – 11:15 | All |
| **4** | **Topic Teaching**Digitally Accessible Presentations | 11:15 – 11:40 | Vic Vong, Digital Communications Accessibility SpecialistWashington State Office of Equity  |
| **5** | **Q&A** | 11:40 – 11:50 | All |
| **6** | **Round Robin Activity*** Project shares
* Barriers/assistance
 | 11:50 – 11:55 | Theresa Dew, Senior Performance AdvisorResults Washington |
| **7** | **Wrap Up*** Attendee survey
 | 11:55 – 12:00 | Theresa Dew, Senior Performance AdvisorResults Washington |
| **8** | **Adjourn** | 12:00 |  |