In preparation for the All-Hands Meeting on Friday, January 12, **please provide the below information to Jessica Keliher via email by end of day Friday, January 5.**

Each department will have a board created specifically for them, and we will reference these during the All-Hands Meeting.

1. **Department photo**
2. **2017 Achievement – one (1)**

1. **2018 Department Goal – one (1)**
2. **2018 Personal Goal – one (1) per person**