**Fleming College**

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# AGENDA

| Item | Lead | Desired Outcome |
|---|---|---|
| 1. **Welcome** *(5 min)* | Laurel/Sue | • Review of last meeting's action items |
| 2. **Faculty Testing** *(10 min)*<br>• Results<br>• Recommendations | David<br>Terry | • Approve faculty testing to be migrated into the production environment |
| 3. **Status Update on Spring Course Outlines** *(10 min)*<br>• Clarify and Issues<br>• Further Communication | David<br>Terry<br>Kristine<br>Sarah | • Clarity and issues solutions |
| 4. **Communication** *(10 min)* | Laurel/Sue | • Faculty training communication plan<br>• Train-the-trainer communication plan<br>• Due dates |
| 5. **Other items** *(5 min)* | Sue | • Identification of outstanding issues, known bugs |
| 6. **Future Meetings** *(5 min)* | Sarah/All | • Meetings scheduled |