

# AGENDA

Item	Lead	Desired Outcome
<b>1. Welcome (5 min)</b> <ul style="list-style-type: none"> <li>• Introduction of Members/Resource Persons</li> <li>• Context for Group</li> </ul>	Laurel	<ul style="list-style-type: none"> <li>• Alignment on agenda</li> <li>• Shared understanding of contextual imperatives</li> </ul>
<b>2. Group Mandate (5 min)</b> <ul style="list-style-type: none"> <li>• Mandate and Goals</li> <li>• Meeting times</li> <li>• Membership</li> </ul>	Laurel	<ul style="list-style-type: none"> <li>• Shared understanding mandate and goals</li> <li>• Clarity on membership, roles and responsibilities</li> </ul>
<b>3. Status Update on Spring Course Outlines (10 min)</b> <ul style="list-style-type: none"> <li>• Clarify and Issues</li> <li>• Further Communication</li> </ul>	David Terry Kristine Sarah	<ul style="list-style-type: none"> <li>• Clarity and issues solutions</li> </ul>
<b>4. Workplan for Fall CO (30 min)</b> <ul style="list-style-type: none"> <li>• System Enhancements</li> <li>• Testing</li> <li>• Training</li> </ul>	Sarah David Laurie	<ul style="list-style-type: none"> <li>• Shared understanding Fall status and workplan</li> <li>• Action/responsibility items for group members</li> <li>•</li> </ul>
<b>5. Communication (10 min)</b>	Laurel/Sue	<ul style="list-style-type: none"> <li>• Agreement on key messages</li> <li>• Identify key communication vehicles</li> <li>• Sharepoint for COG</li> </ul>
<b>6. Future Meetings (5 min)</b>	Sarah/All	<ul style="list-style-type: none"> <li>• Meetings scheduled</li> </ul>