Agenda for TSC / WG Co-Chairs call of Monday Feb 26th, 1:30 PM PST

*Notes by Frank Forsgren*

· Roll call – Frank

Attendance

*Frank Forsgren*

*Richard Grimaldi*

*Phil Allen*

*John Vimont*

*Bob Kitchenruther*

*Jason Walker*

*Gail Tonnesen*

*Tina Suarez-Murias*

*Jay Baker*

*Sara Strachan*

*Darla Potter*

*Amanda Brimmer*

*Mike Barna*

*Kevin Briggs*

*Bob Lebens*

*Tom Moore*

· Agenda review – Frank/Julie

· Accessing the Cloud and shared documents - Frank

o Go to: <https://drive.google.com/drive/folders/1Yhv_xsq5PqzyvCBupJBPT9OluyV6KPVs>

o Click on: Version 2: 2018-2019 Workplan

o Open: v2 main body 2018-2019 WRAP Workplan draft 2-1-18(most appendices shown to be greatly edited

*Reviewed edit/suggest and comment features on Google to facilitate editing. Referred Work Groups to Master Task list, another resource on the Cloud.*

*Noted efforts of Work Groups to complete workplan and appendices. OGWG and TDWG portions in near final form, good progress on FSWG portions, while RHPWG and RTOWG portions still require considerable effort. Frank is assisting the RHPWG and Tom is assisting the RTOWG with their efforts.*

· Workplan review - Frank

o Table of Contents

o Section I Overview and Plan Development (pg 2-3)

o Section II Summary of Proposed 2018-2019 Activities (pg 3-6)

§ Sections A-F (brief overview of each topical workgroup)

o Skip Section III Deliverables and Budget 2018-2019 (pg 6-18)

o Gantt chart/timeline still being developed

o Appendices (examples: TSC pg 19-31 and RHPWG pg 32)

§ Status table reporting on 2017 workplan progress

§ Table listing action items for 2018-2019

o Schedule for completion – Tom (*see attachment*)

§ Final work group comments and edits

§ Final work group review

§ Submit for Board review

§ Seek Board approval

* Questions – discussion - feedback?

*See “2018-2019 WRAP Workplan completion schedule Feb26\_2018report.docx”. Reviewed Workplan completion schedule with group, based on seeking Board approval during April 4 call.*

· April 26th TSC / WG Co-Chairs’ meeting in Portland, OR 8 am to 12 pm – draft agenda review and discussion – Tom and Gordon (*see attachment*)

*See “Initial draft agenda for Apr26 meeting.docx”. Reviewed draft Business Meeting Agenda.*

· Next call date and time - all

*April 9th 1:30 pm PDT*