Meeting Called to Order

This meeting was called to order on January 22th at 10 AM Central, by Jeff Weaver.

Meeting notes and actions

- Kathy Mayo
  - Explained that after the team adopted the charter in the last meeting, she took it to the board.
  - Walked through the changes that were suggested by the Board for clarity.
  - The approved the changes and will be posted in basecamp.
- Jeff explained that the co-chairs decided to combine the Field Survey & Land/ROW teams into one under Terry Strahan.
- Jeff ask the new members to introduce themselves
- Nichole stated that the co-chairs might need to move people between groups and would be reaching out to members to talk with them about changing. She ask for volunteers to move to the environmental subgroup, Angie Remer and Jeff said he would talk with Dustin Miller.
- Jeff proposed that the subgroups meet bi-weekly, the captains & co-chairs meet monthly, and the entire team quarterly.
- The co-chairs will finalize the subgroup membership and divide the deliverables among the subgroup. They will meet with each of the captains.

Action Items from Meetings

<table>
<thead>
<tr>
<th>No.</th>
<th>Person Responsible</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Christa</td>
<td>Set up meeting the co-chairs for next week</td>
</tr>
<tr>
<td>2</td>
<td>Christa</td>
<td>Request a list of the latest code tables from the Data Modeling team</td>
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<tr>
<td>3</td>
<td>Co-chairs</td>
<td>Finalize the subgroup membership and deliverables</td>
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<tr>
<td>4</td>
<td>Members</td>
<td>Verify that they have access to basecamp. Contact Christa Freeman at <a href="mailto:christa.freeman@pods.org">christa.freeman@pods.org</a> if there are any issues.</td>
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</tbody>
</table>

Next Meeting

TBD

Attendance:

Present

Jeffrey Weaver
Mustafa Abusalah
Nichole Killingworth
Elissa Adams
Brandon Browning
Ron Brush
Steve Casciola
Abhay Chand
Craig Hawkins
Eliana Herbig
Angie Remer
Kathy Mayo
Nick Sines
Terry Strahan
Offshore Working Group Meeting Minutes

Meeting Date: December 11, 2014

Mike Walsh
Kathy Mayo

Absent
Rod Burden
Joe Carroll
Usman Choudhary
Lee S. Davis
Stephen Dreher
Brian Ellis
Firas Hijazi
Mahmoud Hleihel
Casey Jones
Dustin Miller
Lynn On
Michael Ortiz
Matthew Thomas
Patrick Turner
Brett Vogt
Gary Volta
Chris Wilbur
Stan Wong