

**Attendance:**

**Present**

Craig Hawkins  
Chad Rivers  
Mike Scurlock  
John Linehan  
Adam Davis

**Absent**

Peter Veemstra  
Mike Scurlock  
Zemfira Huseynli  
Ibraheem Yousseff  
Shannon Plakos  
Anjali Bhangay  
Paresh Patel  
Layne Tucker

**Meeting Called to Order**

This meeting was called to order on November 20<sup>th</sup> at 2 PM Central, by Craig Hawkins.

**Meeting notes and actions**

- Craig reported that he had only received feedback from Peter Veenstra. He proposed postponing the discussion to the next meeting since Pete was unable to attend the meeting.
- Craig asked for additional nominations for the co-chair and secretary positions. Proposed creating a poll of the team on the nominations
  - Co-chair - John Linehan, Zemfira Huseynli
  - Secretary - Zemfira Huseynli, Anjali Bhangay
- Future Work Group meeting frequency of every three weeks will be maintained, but the scheduling of the next meeting will be determined in each meeting.

**Action Items from Meetings**

No.	Person Responsible	Description	Status Update / Developments
1	Christa	Survey will be sent to identify best days and times for meeting.	Complete
2	Kathy	Forward copy of Charter template	Complete
3	Craig	Send Golden Subsea Tables	Complete

**Action Items from Meetings**

No.	Person Responsible	Description
1	Craig	Send email to group requesting that they review the charter and send him their feedback by December 5 <sup>th</sup>
2	Christa	Create Survey for the Co-chair and Secretary positions and send it to the group
3	Christa	Schedule meeting for December 11 <sup>th</sup> at 10 PM.

**Next Meeting**

December 11<sup>th</sup> at 10 AM CST