

Attendance:

Present

Craig Hawkins	BP
Adam Davis	Wish Software Limited
Anjali Bhangay	Wood Group Kenny
John Linehan	Wood Group Kenny
Kathy Mayo	PODS Association
Christa Freeman	PODS Association

Meeting Called to Order

This meeting was called to order on April 30th at 9:30 AM Central, by Craig Hawkins.

Meeting notes and actions

- ✓ Minutes of April 10th , 2015 meeting were approved
- ✓ Reviewed action items from last meeting (April 10th, 2015)

Action Items from Meetings

No.	Person Responsible	Description
1	Christa	<ul style="list-style-type: none"> • Schedule meeting for Wednesday, May 13th at 8:00 AM for 1hours
2	John	<ul style="list-style-type: none"> • Modify PODS Enhancement spreadsheet to include revisions as discussed in the meeting
3	Zemfira	<ul style="list-style-type: none"> • Add fields types for remaining tables
3	Anjali	<ul style="list-style-type: none"> • Create meeting minutes • Create agenda for next meeting
4	Team	<ul style="list-style-type: none"> • Review PODS offshore Enhancement spreadsheet and provide input • Review Data dictionary and provide input

Next Meeting

May 13th at 8 AM CST (1 Hour)