

PA(R) Sub-Committee: Meeting Date: October 3, 2016

Welcome: Norms, Attendance, & Pleasantries

Present: Steve, Matt, William, Mary, Alyssa, Lisa, Janelle

- A. Updates:
 - A. Brief overview of work/timeline for new members (Matt)
 - B. PAR To- Do list- comments and revisions (Lisa and Andrea)
- B. Today's agenda/plan/ goals
 - 1. Complete proposal document for RELB (Matt)
 - 2. Create Power Point presentation for RELB
- C. Decisions/ outcomes of today's meeting
 - a. Edit and revise PAR document (Steve)
 - b. Development of powerpoint for RELB presentation (Janelle)
- D. Plans for next meeting including due dates, people to contact, etc.
 - a. RELB meeting date: October 12, 2016, Time: TBD
 - Proposal presentation (Steve and Alyssa)