

Contamination Subcommittee Meeting, 3/1/19

Agenda

The main objective for this meeting will be to scope out your work.

- Refine/determine items such as the purpose, participants, tasks, timeline, meeting frequency and duration.
- Touch base on the draft questionnaire.

Meeting summary

Attendees: Amy Delahanty, Jeff Murray, Nicole Janssen, Sarah Grimm, Amy Roth, Scott Keller, Dylan De Thomas, Laura Leebrick, Vinod Singh, Loretta Pickerell

Two things to get done ASAP, to move the work of this subcommittee forward:

- 1. A one- or two-sentence statement of purpose of the subcommittee.
- 2. Feedback or proposed edits to the survey.

Next steps with the questionnaire:

- 1. Dylan will be reaching out to you all with a link to the questionnaire for any last minute changes by Monday COB. (done)
- 2. Dylan will send the final survey link to the facilitation team to distribute to the wider SC. (3/4)
- 3. The SC will have a couple days to fill out the survey. (3/7)
- 4. High level trends will be shared by Dylan at your March 15th meeting.
- 5. Next steps of the survey will be identified.