



Item no.	Notes	Action by
<b>CALL TO ORDER</b>	Meeting started at 0800.	
<b>INTRODUCTIONS AND QUORUM</b>	Introductions were given. First time meeting, quorum established via new members present.	
<b>CHAIR'S REMARKS</b>		
<b>AGENDA APPROVAL</b>	Agenda was approved.	
<b>APPROVAL OF PREVIOUS MINUTES</b>	First time meeting there were no existing minutes.	
<b>[AGENDA ITEM 1]</b>	Review idea and proposal slides.	Nathan Wallace
<b>[AGENDA ITEM 2]</b>	Review proposed scope. Modifications to the specific language of the scope was made and approved.	
<b>[AGENDA ITEM 3]</b>	Review purpose. Modifications to the specific language of the purpose was made and approved.	
<b>[AGENDA ITEM 4]</b>	PAR Submission: Members agreed to submit a draft PAR to SO for review/approval in order to move forward with getting the PAR submitted to NesCom prior to January 26 <sup>th</sup> deadline.	Nathan Wallace
<b>[AGENDA ITEM 5]</b>	Vice-Chair Position. Deepak Maragal volunteered to be the vice-chair of this effort.	
<b>[AGENDA ITEM 6]</b>		
<b>[AGENDA ITEM 7]</b>		
<b>[AGENDA ITEM 8]</b>		
<b>[AGENDA ITEM 9]</b>		
<b>ITEMS REPORTED OUT OF EXECUTIVE SESSION</b>		
<b>TIME OF FINAL ADJOURNMENT</b>	Meeting adjourned at 0917.	
<b>NEXT FACE TO FACE MEETINGS</b>	May 2018	
<b>FUTURE MEETING ROOM REQUIREMENTS</b>	20 people, projector.	