

Zone	Time
EST	11:45
CST	10:45
MST	09:45
PST	08:45

2021 Fall Meeting
Policy & Procedure (P&P) AGENDA

Tuesday, November 2, 2021

EST Time	Topic	Presenter(s)
10:30 am – 11:00 am	Welcome, Sign-in, and Introduction of New Task Team & Roles	Robin Dillman (Chair) Jessica Yockers (Co-Chair) John Verderber (Secretary)
11:00 am – 12:30 pm	Review current P&P content <ul style="list-style-type: none"> • Website • File Structure & content • Charter • Review & updated Point of Contact (POC) Listing • Meeting Frequency 	Group Discussion Facilitator: John Verderber
12:30 pm – 1:30 pm	Break/Lunch	Your choice
1:30 pm – 2:30 pm	Introduction to FY22 Deliverables <ul style="list-style-type: none"> • Introduce current identified whitepapers • Whitepaper Development Status (In Progress) • Review scope • Review timeline for deliverables • Identify teams 	Group Discussion Moderator: Robin Dillman
2:30 pm – 3:00 pm	Brainstorm additional future topics	Group Discussion
3:00 pm – 4:00 pm	Breakout Sessions for FY22 Deliverables	Task Teams <ul style="list-style-type: none"> - New EFCOG Orientation (John Verderber/ Jessica Yockers) - Metrics (Robin Dillman)
4:00 pm – 4:30 pm	Daily Wrap up <ul style="list-style-type: none"> • Questions/Input from Attendees • Summarize Action Items • Close Session 	Robin Dillman Jessica Yockers John Verderber

Zone	Time
EST	10:30
CST	09:30
MST	08:30
PST	07:30

Wednesday, November 3, 2021 – No Scheduled P&P Task Meeting

EST Time	Time	Presenter(s)
----------	------	--------------

Thursday, November 4, 2021 – No Scheduled P&P Task Meeting

EST Time	Time	Presenter(s)
----------	------	--------------

Conference Call-in Information

Meeting	Call-in Numbers and Links
ISM/QA Joint Session (November 1, noon – 4:30 pm, EST)	<p>WebEx:</p> <p>Join meeting</p> <p>Call in #: +1-415-527-5035 Access Code: 199 476 8185 # #</p>
P&P Group Main Session (November 2, 10:30 am – 4:30 pm, EST)	<p>MS Teams: P&P Task Team Main Session</p> <p>Or call in (audio only) +1 505-373-1510,,359418052# United States, Albuquerque Phone Conference ID: 359 418 052# Find a local number Reset PIN</p>
New EFCOG Member QA Orientation Sub-Task (November 2, 3:00 – 4:00 pm)	<p>MS Teams New EFCOG Member QA Sub-Task</p> <p>Or call in (audio only) +1 505-373-1510,,254418411# United States, Albuquerque Phone Conference ID: 254 418 411# Find a local number Reset PIN</p>
QA Metrics Sub-task (November 2, 3:00 – 4:00 pm)	<p>MS Teams QA Metrics Sub-Task</p> <p>Or call in (audio only) +1 505-373-1510,,900110001# United States, Albuquerque Phone Conference ID: 900 110 001# Find a local number Reset PIN</p>