1. Introduction of New Members

2. Action Point Updates

3. Identify Subcommittee Members and Chairs
   - Communication
   - Training
   - Policy/Procedure
   - Technical

4. Subcommittee Expectations

5. Subcommittee Meetings (Time & Place)

6. Subcommittee Recommendation/Issues to Address

7. Development of Project Plans

8. Miscellaneous Items