

Minutes, February 16, 2021, 1:30

Attending: Laura Boehme, Wade DeBraal, Chris Egertson, Denise Hatch, Krista Leaders, Jenna Mattox, Chris Mills, Stephen Newcombe

Absent:

<p>Updates</p>	<ul style="list-style-type: none"> • Notes from January approved • Group decided to wait to fill vacant Fiscal position on the committee until next year; Denise will contact Cathleen Knutson to solicit a volunteer for next year. 	<p>All</p>
<p>DGC</p>	<ul style="list-style-type: none"> • Book discussion: chapter 9 – Architecture and Design – started an activity, “Capability Checklist,” (Fig. 9.6, p.148) but decided we should start with the full model (Fig. 9.4,p.146). Capability Checklist activity saved to the saved worksheet in Sharepoint Library. • Laura suggested using a tool created by the author on jability.com and shared it with the group. Everyone agreed it looked like a good option. She will create basics for next meeting in jability.com and bring it to the work group meeting for the next agenda. • Work group; note taker; next chair – Laura and Chris M. volunteered to join Denise and Chris E. on the work group going forward. Laura volunteered to be next note taker. Denise mentioned to group to consider being the next chair and that we would vote in March or April. 	<p>All</p>
<p>Standing Agenda Items</p>	<ul style="list-style-type: none"> • Change Log/DSM – Stephen explained the DSM Review process and asked anyone who would like to review specific pages to email by Monday otherwise, he will assign pages to the group to review. Review should be completed by May. • Reviewers should make notes of changes and connect with related departments as needed to be sure content is accurate. • Stephen will review change log at next meeting/ how to make the request to change. 	<p>All</p>