PA(R) Sub-Committee: Meeting Date: October 3, 2016

Welcome: Norms, Attendance, & Pleasantries
   Present: Steve, Matt, William, Mary, Alyssa, Lisa, Janelle

A. Updates:
   A. Brief overview of work/timeline for new members (Matt)
   B. PAR To- Do list- comments and revisions (Lisa and Andrea)

B. Today’s agenda/plan/ goals
   1. Complete proposal document for RELB (Matt)
   2. Create Power Point presentation for RELB

C. Decisions/ outcomes of today’s meeting
   a. Edit and revise PAR document (Steve)
   b. Development of powerpoint for RELB presentation (Janelle)

D. Plans for next meeting including due dates, people to contact, etc.
   a. RELB meeting date: October 12, 2016, Time: TBD
      - Proposal presentation (Steve and Alyssa)