Purpose: To hear the Steering Committee’s feedback on the mission, product, and criteria, and make a plan for revising the document.

Objectives:
- Understand the Steering Committee’s feedback
- Make revisions
- Determine next steps for the mission, product, and criteria
- Make progress on a work plan

Agenda:
1. Introduction
2. Steering Committee’s feedback
   a. Liz, Gabe, and Adam share feedback from the Steering Committee’s meeting
   b. PIT Crew shares any additional feedback from the Steering Committee
      i. MDT
      ii. MSWP
      iii. FWP
   c. Discussion and revisions
   d. Outcome: Revisions and next steps to complete the mission, product, and criteria
3. Work plan
   a. Liz shares work plan template
   b. What are the major tasks?
   c. Who will do which tasks?
   d. What is the timeline?
   e. Outcome: Content to fill in a work plan and next steps to complete the work plan
4. Meeting Logistics
   a. PIT Crew will organize and facilitate meetings, and take notes
   b. Should we schedule out a few meetings?
5. Review and Close