Purpose: To revise the mission, product, criteria document

Objectives:
- Revise and determine next steps for the mission, product, and criteria
- Fill in content for a work plan and decide what to accomplish by next workgroup meeting

Agenda:
1. Introduction

2. Mission, product, criteria
   a. Liz, Andrew, and Paul walk through changes
   b. Group discusses remaining issues
   c. Next steps – share again with steering committee?
   d. Outcome: Revised mission, product, and criteria document, and next steps for completing the document

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. What could be done by the next Data and Information Workgroup meeting?
   f. What would the workgroup like to have done by the steering committee’s next meeting on November 17?
   g. Outcome: Continue filling in a work plan

4. Meeting Logistics
   a. Next workgroup meeting is October 22

5. Review and Close