

SAG2 Meeting (public copy) 07/12/13

Note taker: Adrian

Attended: Robin Chandler, Kristine Ferry, Catherine Friedman, Lynne Grigsby, Gary Johnson, Xiaoli Li, Patricia Martin, Robin Milford, Michele Mizejewski, Sue Chesley Perry, Adrian Petrisor

Absent: Eric, Todd

Agenda:

1. Introductions (10 min)
2. Note taking (5 min)
3. Conference call ground rules (5 min)
4. Review of [SAG 2 charge](#) (20 min)
5. Nomination & selection process for SAG2 Chair and Coordinating Committee member (5 min)
6. Conference call length and frequency (5 min)
7. Parking lot (5 min)
8. Future agenda items (2 min)

Notes:

1. Introductions
2. Note taking:
 - the note taker role will rotate alphabetically by campus
 - conveners are skipped
 - it was suggested to have a 'notes' template
 - Adrian Petrisor** will create a template for meeting notes
 - Michele Mizejewski** will send instructions on how to assign actions to group members through the wiki interface. Michele added a reference page to this wiki.
3. Conference call ground rules:
 - ground rules are now posted on top of 'Meeting Agendas & Notes' page
 - on the issue of quorum needed or not for making decisions, it agreed to use our best judgement and proceed on a case-by-case basis
 - Adrian Petrisor** to add the rules suggested by fellow members
4. Review of [SAG 2 charge](#) :
 - the group concluded that the charge is clear and doesn't need changes at this time
 - we plan to review and if necessary to ask for changes to the charge periodically
 - Pending:** Once the Coordinating Committee is formed, SAG 2 representative on the Coordinating Committee will ask clarification on decision boundaries for our SAG when funding is required
5. Nomination & selection process for SAG2 Chair and Coordinating Committee member:
 - Adrian clarified the differences between the roles of Chair and Coordinating Committee member
6. Conference call length and frequency: 90 min calls, every other week
7. Parking lot - N/A
8. Future agenda items:
 - Discuss and prioritize [UCL Advisory Structure Services and Projects - Master List](#)
 - Coordination with the other SAGs when same areas are assigned to multiple SAGs