

Dewar COE Meeting Documentation Form

This form should be completed by all non-statutory committees/groups for meeting associated with the COE.
Statutory committees are required to maintain formal minutes.
The completed form should be filed according to approved COE policies and procedures.

Committee/Group Name: **CIT**

Chairperson/Responsible Contact: **LS/EH**

Purpose of Meeting: **Google Report, IER status, COE P&T.**

Date: **09/18/2019** Time: **10:00- 12:00** Location: **Conference Room**

Departments/Groups/Agencies Represented: LS, DD, DK, TH, SM, SD, EH, HF, LP

Primary Outcomes: IERs and IEPs will be sent to LP this week;

LS shared the work they do as a COE PNT document group;
SD shared what they've talked with a google trainer about what it takes for people to be certified; It has been discussed and determined that having all three in a single course is more logical than spreading them across multiple courses.

Actionable Items/Planned Follow-up: the PNT group is going to meet every Friday.

If you think something needs to be changed, please let Lorraine know. It is happening quickly and needs to be in place sooner than later.
Google Training; as a prep it has been discussed and determined that having one course for it would be easier from several aspects. HF: "if we go down this way we are tied to Google" => every update they make should be monitored. so the advantage of one course is to have only one instructor doing all these.

11/15/2012