

## MEETING MINUTES

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Date: March 28, 2025

Time: 1:00-3:00pm

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### Meeting

Called to order 1:02pm by Nick Brock

Review of previous minutes by Nick Brock, no changes. Document will be available on OCO website and SharePoint

Review of Charter by Nick Brock

Introduction and review of Strategic Plan by Dr. Frasier

Break: 10min

Introduction and review of Subcommittees by Dr. Frasier.

- Signup of chair, co-chair, members and SME

#### Action Item(s)

- Educational Pieces (Nick & Dr. Frasier) \*next agenda item
- Resources for Subcommittees (Zoom, etc) (Carmen)
  - Folder set up in SharePoint for each subcommittee
- Teams call with all subcommittee chairs to coordinate & assist with format of meeting (Nick)
- Template for report for OCO (Elisabeth)

Adjourned at 3:00pm by Nick Brock

Next Meeting: Friday 4/25 1-3pm-virtual