



SWIG Meeting One Action Items

MEETING DATE: June 19, 2020

ACTIONS TAKEN:

- Presentation on building the foundation of SWIG for long term.
- Presentation materials to be distributed to participants by Gary
- Agreement to provide action minutes from each meeting
- Agreement on Ground Rules as good starting point
 - State views and ask genuine questions.
 - Share all relevant information.
 - Use specific examples and agree on what important words mean.
 - Explain reasoning and intent.
 - Focus on interests, not positions.
 - Test assumptions and inferences.
 - Jointly design next steps.
 - Discuss undiscussable issues.
- Agreement that recording of meetings by host and members is acceptable.
- Doodle Poll will be circulated by Gary to identify standing date and time for meetings
 - Narrowed down to Mondays as best day.
- Provide Flow Chart that describes engagement process of gaining outside agencies support of SWIG decisions.
- Provide information on decision making tool.
- Agree to form initial Technical Advisory Group, Gary will take lead and work with other participants to determine who should participate and organize initial meeting. Wide range of possibilities were expressed.
- Homework assigned for participants to bring back ideas that will be included in a Scope of Work for the SWIG.