# **Subtask Group Meeting Minutes**

**Date: Day, Month ##, 2020**

**Time: 9:00AM – 12:00PM**

**Location: WEBEX MEETING**

**CT-Chair:** Name of CT Chair

**IN-Lead:** Name of Industry Lead

**Attendees:** John Doe, Jane Doe, Crash Bandicoot,

1. 9:00 AM - Introduction (Who is facilitating)
2. 9:05 AM – Work Products Update (All)
3. 11:30 - Review Scoping Document (All)
4. 11:45 AM - Action Item and Next Step (All)
5. 12:00 PM – Adjourn (All)

**Meeting Notes:**

1. Introduction
   1. Roll Call/Opening Statement
2. Work Products Update
   1. Work Product #
   2. Work Product #
3. Review Scoping Document
   1. What was discussed or decided.
4. Action Items and Next Step
   1. Action Item:
   2. Next Steps (Next meeting, deliverables or upcoming milestones)
5. Adjorn