

<h1>2016-17 REAFFIRMATION OF ACCREDITATION</h1> <h2>TEAM MEETING</h2>		24 Feb 2015
		1:00 PM to 2:00 PM
		Whittier BLDG 151b
Work Group: Team 2 – Integrity: Ethical & Responsible Conduct	Meeting Chair: Steve Goddard	
Attendees: All committee members		
Agenda Items		
1) Welcome and renewed introductions		
2) Review and discuss bullet list of claims in combined 'matrix' document.		
3) Discuss a common approach to writing Components & Subcomponents, Claims and Evidence.		
4) Set next milestones and action items		
5) Adjourn		
Other Discussion Items		
Action Items	Person Responsible	Deadline
Send updated claims to John to finalize bullet list for March 20 deadline.	All	Mar 9, 2015
John will merge revised subcomponent claims into one Matrix document for team review	John Bender	Mar 16, 2015
Review 'final' Matrix document after John sends it out on Mar 18	All	Mar 16-20
Submit Matrix document to Leadership Team	Steve Goddard	Mar 20
Draft text based on bullet lists to create a first draft document	All	Mar 20, 2015
John will merge draft text into a single first draft document for review	All	March 20-27
Discuss first draft version of document at next meeting	All	TBD, probably early April