Attendees: Takahiro Sumi, Eleonora Alei, Lia Corrales, Rob Petre, Tiffany Kataria

Agenda and Notes:

1. Update on project office
2. Debrief on report out
   1. Megan mentioned that LIFE team (Mike Ireland) reached out to her to talk about HWO/LIFE synergies. Megan suggested Mike give talk to Living Worlds working group
   2. LIFE science team meets monthly to discuss various topics, in Oct will talk about HWO and how people can be involved
   3. Could present at splinter during Oct f2f?
3. Walk through example mission writeup
   1. Eleonora presented example writeup to SC and team provided feedback
4. Action items
   1. Tiffany to reach out to Megan about LIFE mega-session
   2. Eleonora/Jose/others? to present out on HWO to LIFE science team (when?)
   3. Eleonora to update the LIFE writeup and the mission template
   4. Capture planetary science missions
   5. Create a “cheat sheet” for mission writeup authors