- Goals:
  - Support staff has been assigned to help members for all outstanding needs
  - Set arbitrary deadline for first draft of chapter 13
  - Reevaluate the TF meeting calendar and include engagement dates
  - Copy editing on Vol. I can begin in earnest on July 27, 2020

- Constraints & Meeting Approach:
  - Currently we intend to cover 12 Chapters over four 2-hour blocks (8 hours or 420 minutes) means we have 40 minutes per chapter
  - Five items to review per chapter:
    - Is there content missing that should be included?
    - Is there content included that should be removed?
    - Identify what work remains and what support is needed.
    - Final thoughts and other comments.
  - At the end of reviewing all chapters the group may wish to consider the order of content:
    - Is there content that should be replicated in another chapter?
    - Does it make sense to change the order of sections within chapters OR chapters within Vol I.

- Pre-Meeting Tips:
  - Read chapters and share feedback with authors based on the five items above
  - It could be helpful to have a support team member facilitate the reviews of each chapter and take notes. This will enable the authors to engage in conversation. If desired, please reach out to a team member for support.
  - Presenter should be prepared to provide high level outline and highlight 3-5 areas the author would like feedback.
  - If you think screensharing would be helpful to reviewing your chapter, then please send to Nat beforehand.

- Tips for Meeting:
  - Consider using the chat box for questions and comments that come to mind, but you do not want to interrupt. If an author has asked for a facilitator to support their chapter review, then the facilitator can key chat comments for discussion.
  - Keep your mic muted while listening.
  - Timebox your presentation. We have roughly 40 minutes per chapter. Consider only permitting some allotment of your time to a topic, then move on as the time allotment expires, so that you get through everything. A facilitator can help with this process as well.