### **Purpose**

The purpose of this meeting is to serve as a space to review current and pending items live. This allows the group to provide input and address concerns related to the items in question. This meeting focus on an item’s priority level, status, and effort.

### Team

|  |  |  |  |
| --- | --- | --- | --- |
| Role | Name | Email | |
| T&I Infrastructure Project Specialist | Mike Kern | | michael.kern@cfpb.gov |
| COR/Sr Infrastructure Service Desk Specialist | Cathy Hurkamp | | catherine.hurkamp@cfpb.gov |
| Program Manager (PM) | Rafael Samuels | | rafael.samuels@cfpb.gov |
| Technical Writer (TW) | Dany Garcia | | dany.garcia@cfpb.gov |
| Customer Service Analyst (CSA) | Rachel Chen | | hong.chen@cfpb.gov |
| Customer Service Analyst (CSA) | Ricardo Lindo | | ricardo.lindo@cfpb.gov |
| Technical Trainer (TT) | Nelly Casseus | | nelly.casseus@cfpb.gov |

## **Notes:**

**Topic: Describe topic**

* List any additional topics that must be addressed and by whom

**Roadblocks: Describe roadblock**

* List any roadblocks that must be addressed and by whom

**Action Items: Describe action item**

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### Documentation Working Group Objectives

### The purpose of the technical documentation working group meeting is to allow the Technical Writer to gather input from the COR, Project Specialist, Customer Service Analysts, Technical Trainer, and Program Manager on Knowledge Base articles and request items related to current, pending, and upcoming projects assigned to the Technical Trainer. The team may also take time in this meeting to request feedback from the Technical Writer on similar items listed above.

### The Technical Writer performs the following:

1. **Published:** *Before publishing, documents must go through the Proofread and Design workflow. This includes, but is not limited to: Create Word draft, Design using template formatting, Proofread for spelling and grammatical errors, Manage/Update links and screenshots. Create PDF.*
2. **Proofread and Design:** *Before publishing, documents must go through the Proofread and Design stage. This includes, but is not limited to: Create Word draft, Design using template formatting, Proofread for spelling and grammatical errors, Manage/Update links and screenshots. Create PDF. Documents in this stage are not ready for publication.*
3. **Retired/Deleted/Updated:** *Document Owner/Manager requests all versions of an existing document be retired/deleted/updated. This includes, but is not limited to: Create Word draft, Design using template formatting, Proofread for spelling and grammatical errors, Manage/Update links and screenshots. Create PDF.*

### Current Items:

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| ID Number | Description | Document Owner |
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### Timeline Schedule

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## List any action items that must be completed and by whom

### Backlog Items:

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| ID Number | Description | Document Owner |
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### Timeline Schedule

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### Pending Items:

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### Timeline Schedule

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### Upcoming Items:

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| ID Number | Description | Document Owner |
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### Timeline Schedule

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### Other Items:

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### Deliverables List

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| --- | --- | --- |
| Deliverable | Description | Document Owner |
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### Project Timeline Schedule

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