Agenda Items:

1. [Schedule and Milestones](https://drive.google.com/open?id=1X_QCQZ3XwbN3Q2M3GyS4-WNXgnAm-TarzMvF-BKldTg)
2. [Responsibilities](https://drive.google.com/open?id=15tCDJPiq23SN6scJMitF6SBvC8rJu0_e) & [Network Diagram](https://drive.google.com/file/d/1edOnYfHVlEDSxiJUFptyKk04EuqrH-Vx/view?usp=sharing)
3. [Change Management](https://drive.google.com/open?id=1FrAcyxHViQgxVCENIzWOenDVRJkuN59F) & Reporting
4. <https://docs.google.com/document/d/1O0M2BbwM_3D7AH8IOsACXlGXG7xtsMtKtDY4h3-ldTU/edit>

**Meeting Notes**:

Ingrid’s schedule is changing. She will be working “regular hours” after Jan 29th. Will update schedule as soon as details are known.

* Peres is free on Tuesdays for regular meetings
* Tuesday meeting might move to 12pm and everyone was ok with it

[Change Request form](https://drive.google.com/drive/u/0/folders/0B85w1UghduFfQkFLTk9GYm5YZFU)

**Action items**:

* Everyone
  + Write list of [questions in User Case](https://docs.google.com/document/d/1O0M2BbwM_3D7AH8IOsACXlGXG7xtsMtKtDY4h3-ldTU/edit) section by tonight - LUIS DONE
  + Timesheets due by Sunday - LUIS DONE
* Ingrid
  + Will post timesheet template by Saturday. DONE
  + Will format and post questions to IG by this weekend. DONE
  + Ask for organizational permission via Shelley. DONE - at least sent to her
  + See about people populating the database themselves