**AGENDA + MINUTES**

**Team HHS**

**Feb. 2, 2020**

**1:30-2:30pm**

*Attendance: Rob, Mia, Christina, Gwendolyn*

1. [Form, norm, storm, + perform](https://docs.google.com/document/d/1TukL03-MVIUdGDrbNO_Q8LjLAsFNRAnH3qufXw8h6bU/edit)
   1. Review Launch Doc
2. High-level workplan
   1. Workstream owners / deadlines
   2. Role assignment
3. Next steps
   1. Reach out to folks for user engagement this week, create strategy (Christina)
   2. Come with high level overview of Medicare enrollment process (everyone)
   3. Reach out to clients about meeting time, cc everyone (Rob+Gwendolyn)
      1. Send blurb about ourselves + headshot for team page to Rob (everyone)
         1. Wait for blurb from Rob
   4. Review launch doc and add her notes (Melia)
   5. Create scrum (Mia)
   6. Create github account + share username with Mia on slack (everyone)
4. Next meeting
   1. Challenges expected
   2. Deadlines