Transition Loose Ends:

**Reveal Summit 13 November**

* IJIS needs speaker emails
* Need to confirm speakers
* Need to email Jane for confirm IJIS Executive Director participation
* 11:50 AM slot- confirm which speakers showing up
* Has Dr. Honey agreed to speak

**NPC Meeting 8 October**

* Need to confirm with Jane which NPC room
* Have motion for PGB to confirm funds for refreshments and audio visual
* Co-Chairs need to flush out their AM breakouts and the AM/PM joint session agendas
* Katherine plans on attending

**NBAC Meetings**

* Zoom meetings set up for 36 months starting 28 August
* Login & PW sent to Chairs
* Provide meeting announcement on OASIS mail service & other distro 1 week prior to meeting
* Develop agenda slide and any additional info slides as need
* Host OASIS meeting
* Draft minutes
* Post all to Git NBAC repo minutes folder
* Check that you have access to the NBAC Admin Git repo - <https://github.com/niemopen/nbac-admin>

**NTAC Meetings**

* Updated NTAC calendar to reflect change to OASIS starting 8/19
* Check that you have access to NTAC admin Git repo - <https://github.com/niemopen/ntac-admin>

**PGB Meetings**

* Update PGB calendar for 2026 meeting dates and OASIS link
* Decide what motions need to be prepared for upcoming meeting
* Get input from NBAC and NBAC Cochairs for their slide, send them a draft before submitting read ahead
* Prepare Readahead brief and submit to PGB members via PGB mailing list
* Include the prior months minutes for approval at current meeting
* Host meeting, held on OASIS starting 4 Dec, I have prepared the 4 Dec calendar invite
* Draft minutes post all to Git pgb minutes folder - <https://github.com/niemopen/oasis-open-project/tree/main/pgb-meeting-minutes>
* I have drafted the 4 Dec calendar invite on the PGB calendar still need to notify the group after approval by PGB 28 Aug

**Specification Process Portal/ support request**

* Request a template
* Request Special Majority Vote
* Request Post specification to library
* <https://www.oasis-open.org/project-administration-support-requests/>

NBAC separate mailing list (csv file)

PGB Voting members mailing list ( csv file)