

KERI Meeting Notes Template

Zoom Meeting Link / Recording

- ZOOM_LINK
(This link will be replaced with a link to the recording of the meeting as soon as it is available)

Attendees

- Samuel Smith Phil Fearheller Kevin Griffin

Agenda Items and Notes (including all relevant links)

Time	Agenda Item	Lead	Notes
5 min	<ul style="list-style-type: none">• Start recording• Welcome & antitrust notice• Introduction of new members• Agenda review	Chairs	<ul style="list-style-type: none">• Antitrust Policy Notice: <i>Attendees are reminded to adhere to the meeting agenda and not participate in activities prohibited under antitrust and competition laws. Only members of ToIP who have signed the necessary agreements are permitted to participate in this activity beyond an observer role.</i>• New Members:
5 mins	Review of action items from previous meeting	Chairs	
5 mins	Announcements	TF Leads	News or events of interest to members: <ul style="list-style-type: none">• -
5 mins	Reports	Open	
25 mins	Discussion	Open	
5 mins	Any other business	Open	
5 mins	<ul style="list-style-type: none">• Review decisions /action items• Planning for next meeting	Chairs	