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| Location: | BEH 318 |
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| Date/Time: | June 7, 2019 – 10:00 AM – 11:00 AM |
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| Participants: | | |
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| A Garcia, Dr. Valeria (ODS) | P Tod, Leslie (UGS) | A Mund, Catherine (USF T – RO) |
| P Mehra, Dr. Shabnam (ODS) | P Williams, Kim (UGS) | A Loth, Christopher (USF T – RO) |
| P Majeed, Ayesha (ODS) | P Howard, Dr. Fai (UGS) | A Landis, Lisa (Advising/BCS) |
| P Gonzalez, Glendalis (ODS) | A Irvin, Dr. Melissa (UGS) | P Unnikrishnan, Jay (IT) |
| P Ule, AJ (ODS) | P Smith, Nicole (USFSP– RO) | P Balasubramanian, Sunitha (IT) |
| A Rahman, Osman (Admissions) | P Schubert, Glenna (USFSM - RO) | A Perazza, Martin (IT) |

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| Objective: | Address action items identified in kick-off meeting |
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| Agenda Items | | Owner |
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| 1. | Welcome & Introductions | |
| 2. | Update from cohort deactivation meeting | Shabnam |
| 3. | FAQ's | |
| 4. | Transfer cohort (definitions & timelines) | Glendalis/Ayesha |
| 5. | Communication plan | Valeria |

Minutes

1. Update from cohort deactivation meeting:
 - Discussed moving the adding to cohort from September to October
 - Group is on board but need to communicate with Dr. Irvin and Lisa Landis to get their thoughts
2. Deletion of old cohorts:
 - Delete and deal with any report failures as they happen
 - Jay will get right contact person from Archivum to discuss deletion of old cohorts and how that impacts Archivum
3. Retention cohort:
 - May want to tag them to keep track of UID's
4. Transfer cohort:
 - Ayesha covered J, U & AA transfers
 - Look at how BOG has broken them up
 - Can split "Others"
 - Fai to see how it makes sense operationally with BOG
5. Timelines - Reporting
 - Cohorts play into reporting, consolidation
 - Official reporting sub-committee to be created

Next Meeting: Recurring meetings on the first Friday of the month, 10-11 a.m.