I.   Finalizing the Committee Charge (see handout A) and Agreeing on deliverables and developing a strategy for action
  A. Deliverables
    1. Policy and Procedure
    2. Identifying New Data Sources
        a) People demographic and location data
        b) Grant location data
    3. Drafting a Data Dictionary and Program Standards

  B. Strategy for action
    1. Steering team to share leadership, set agenda, and promote timely decision-making
    2. Subject-matter experts to compile materials
    3. Committee to discuss materials and move to adopt
    4. Set reasonable timelines

II.   Update on preliminary AiM team's meeting with ITS ID Management Systems (UH IMS) as a possible system of record for all needed demographic data.
  A. Devising a crosswalk of all "people" demographic data needed
  B. Does not include "people/occupant" locations
  C. Bwiki setup for interested persons to participate or follow along as more research done in this area.
    1. Notify Chassidy Shinno if interested in access to Bwiki

III.   Review of first draft data dictionary
  A. Comments/edits/suggestions for next draft

IV.   Set agenda items for December meeting, 12/11/13

V.   Closing remarks