January 8, 2020
10:00 am – 11:30 am

WebEx and Workday Services office HCM101
College Station, TX 77840

1. Welcome & Roll Call
   5 minutes

2. Action Item Review
   10 minutes
   a. Cancel the meeting with AEFIS, in lieu RFP – DeAnna. DONE
   b. Send draft survey to working group for feedback by 12/12/2019 – DeAnna. DONE
   c. Business Requirements Task Force develop criteria by 1/15/2019 – Task Force. IN PROGRESS
   d. Return feedback to survey by 12/18/2019 – Working Group. DONE

3. New Items
   50 minutes
   a. Review Request for Proposal – DeAnna
      i. Discussion
      ii. Vote to accept RFP, with edits, if any
         1. Approved RFP
      iii. Reminder: Confidentiality/conflict of interest regulations
   b. Review RFP Calendar Updates – DeAnna
      i. Set aside March 23 – 27 for in person attendance of presentations
   c. Review Presentation Plans – DeAnna/Brad
      i. Discussion
      ii. Vote to accept presentation plans, with edits, if any
         1. Approved presentation plans
      iii. Identify volunteers to determine case scenarios for presentation
         1. Lona Warren, Diane Taylor
   d. Review Evaluation Criteria Draft – DeAnna
      i. Task Force to provide final draft at January 22 meeting
   e. Gauging System Member Interest – DeAnna/Brad
      i. Plan to vote at January 22, on whether your institution is interested in taking advantage of the contract to gauge interest for pricing and other implementation considerations. There will be NO expectation that it is a commitment.
   f. Survey current processes – DeAnna
4. Questions/Concerns
   10 minutes
   a. Encouraged Working Group to let us know if the meeting format needs to change

5. Next Steps
   5 minutes
   a. Evaluation Criteria draft by 1/21/2020 – Task Force
   b. Distribute Current Process Survey by 1/13/2020 - DeAnna
   c. Discuss institution interest for vote 1/22/2020 – Working Group
   d. Test Case Scenarios draft by 2/19/2020 - Task Force
   e. Draft invitation to presentation for institution use by 2/5/2020 - DeAnna
   f. Secure logistics for presentations by 2/19/2020 - DeAnna
   g. Start planning for presentation invitation and travel – Working Group

Next meeting January 22, 10:00 am – 11:30 am, WebEx and Workday Services office HCM101
<table>
<thead>
<tr>
<th></th>
<th>Name</th>
<th>A&amp;M System Member</th>
<th>Present (check if Yes)</th>
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<tbody>
<tr>
<td>1</td>
<td>Dr. Rahim Quazi</td>
<td>Prairie View A&amp;M University</td>
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<td>2</td>
<td>Dr. Diane Taylor</td>
<td>Tarleton State University</td>
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<td>3</td>
<td>Dr. David Ragsdale</td>
<td>Texas A&amp;M AgriLife Research</td>
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<td>4</td>
<td>Lona Warren</td>
<td>Texas A&amp;M Engineering Experiment Station</td>
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<td>5</td>
<td>Dr. Blanca Lupiani</td>
<td>Texas A&amp;M Health Science Center, Texas A&amp;M University at Galveston, Texas A&amp;M University</td>
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<td>6</td>
<td>Dr. Stephen Duffy</td>
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<td>7</td>
<td>Sanfrena Britt</td>
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<td>8</td>
<td>Tammi Thompson</td>
<td>Texas A&amp;M University - Commerce</td>
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<td>9</td>
<td>Dr. Michael Rendon</td>
<td>Texas A&amp;M University - Corpus Christi</td>
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<td>10</td>
<td>Dr. Jaya Goswami Substitute: Abigail De La Mora</td>
<td>Texas A&amp;M University - Kingsville</td>
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<td>11</td>
<td>Dr. Amy Lewis</td>
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<td>12</td>
<td>Dr. David Reavis</td>
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<td>15</td>
<td>Dr. Kristina Drumheller</td>
<td>West Texas A&amp;M University</td>
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<td>13</td>
<td>DeAnna White</td>
<td>The Texas A&amp;M University System</td>
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<td>14</td>
<td>James Ross</td>
<td>The Texas A&amp;M University System</td>
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<td>16</td>
<td>Brad Blair</td>
<td>The Texas A&amp;M University System</td>
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