MEETING PURPOSE: To welcome members of the group and prepare an action plan on how the group will complete their work.

1. Welcome ................................................................. Tricia Balluff, Chair
   • Introductions

2. TWG Charter ............................................................... Tricia Balluff, Chair
   • Purpose of TWG
   • Framework and Schedule

3. Identify Critical Information Resources ......................................... All
   • State Resources
   • Federal Regulations

4. Action Planning ................................................................. All
   • Discussion of TWG Charter tasks
   • Assignments
   • Deliverables and schedule

5. Administrative Discussion ....................................................... Tricia Balluff, Chair
   • Standing Meeting Schedule and Location
   • TWG Co-Chair Selection

6. Open Discussion .................................................................... All

7. Next Steps ............................................................................ Tricia Balluff, Chair