



Date: September 11, 2020

Time: 4:00 pm – 5:00 pm

Location: Zoom

Meeting: FF&E Standards Process Meeting

Attendees

Michael Renzi Denee Pescarmona Matt Kennedy
Stephanie O'Brien Rob Barthelman David Ewell

Carol Anderson
Benedetta Del Vecchio

Agenda:

1. Review status of process completed to date
 - a. Product Types
 - b. Contracts
 - c. Vendors
2. Review options for product evaluation process
 - a. In-person, entire task force
 - b. In-person, key decision-makers
 - c. Virtual, entire task force
3. Confirm product evaluation methodology
4. Confirm engagement schedule
 - a. Outline of meeting topics
 - b. Timing
 - c. Issue resolution
5. Review deliverables documentation format, content
6. Next Steps