From: Juliusson, Lara
To: Drue DeBerry; Kate Norman; Kevin Doherty; Sean Finn; Matthew Heller; Pat Lineback; James Lindstrom
Subject: Re: Sage-Grouse GIS Team meeting tomorrow
Date: Tuesday, March 18, 2014 8:41:27 AM

FYI - we will not be using the Live Meeting, but I will be updating the Charter, so you can have that open and watch Live charter updates :-)

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On Mon, Mar 17, 2014 at 8:59 AM, Juliusson, Lara <lara_juliusson@fws.gov> wrote:

> Hi Team,
>
> Just a reminder that we will have our meeting tomorrow from 9-10:00 MST. The call in number is:
> **877-901-6917; 4401420#**
>
> We will attempt to finalize the team Decision Process and Goals/Purpose. Feel free to add comments to the document linked to below.
>
> Additionally, Pat has added some items for discussion and we've had some other questions come up over email, such as how much time can team members dedicate to this group and analysis projects. Finally, I would like to get Drue/Kate/Kevin's take on the question we've had regarding who are the teams/other biologists working on SG that we will be interfacing with and how will we get connected with them.
>
> Thanks and talk with you tomorrow!
> Lara
>
> On Mon, Mar 10, 2014 at 1:40 PM, Juliusson, Lara <lara_juliusson@fws.gov> wrote:
>
>> Dear Sage-Grouse GIS Team:
>>
>> Please read through the DRAFT SG GIS Team Charter at this link: https://docs.google.com/a/doi.gov/document/d/1q-mTTk-K7W681bEvYTC38SRkFxSoLuJPJEkslgzVElM/edit?usp=sharing. This charter was created based on your input to the objectives document and our discussions thus far. This is a draft that is expected to change during our next call. Although much is still undetermined, I've highlighted in **Green**, what we have finalized.
>>
>> This charter outlines:
>>
>> - Goals/Purpose,
>> - Scope/Responsibilities/Steps,

Exclusions (what we will *not* do),
- Timeline,
- Meeting Plan,
- Decision Process, and
- Membership.

During our next meeting, If this works for all, I think it would be good to come to agreement on the following items, which I have highlighted in **purple** in the document:

1. **Decision Process:** how decisions will be made and how we will get feedback from absent members.
2. **Team Purpose:** the final three bulleted “Team Purpose” items
3. **First steps** (If there is time) start working through action items for each of the initial objectives. My thought is we would first come to agreement that the "possible step" I have outlined is what we should do, and then identify responsible parties and due dates for accomplishing these actions.

This is all meant to help provide structure to our meetings and make our work more efficient, but I definitely want to incorporate your input, so let me know if you have suggestions/comments, etc.