1) **Review notes from previous meeting on June 10, 2013**
   a. The notes were accepted as presented.

2) **Co-Chairs Report:**
   a. Final list of services
   b. Number of reports received so far
      i. There are 22 reports received as of Thursday.

3) **Assignment of services**
   a. There was discussion around how many reports the group members would read.
      i. The group was unanimously in favor of reading 3 reports instead of five.
         1. This means that 3 people will evaluate each report.

4) **Discussion about process of review of templates**
   a. The group should have the reports in by November 1. Reading and rating should be done during the fall quarter by December 2.
   b. There was much discussion about the template.
      i. The group will look at one report in order to get an idea of what they should expect.
   c. Several ideas were presented as to how the group would read the reports.
      i. The process will be that groups of three will read reports.
      ii. If the group needs clarification with the reports, questions should go out through Lori so no individuals will be identified.
      iii. The transparency of which members read which reports was discussed.
         1. The group was in agreement that they want to be represented as a whole for the duration of the process.