

## **HLC – Criterion 5**

### **Meeting Agenda – 1/22/2018**

1. Welcome and introductions
2. Review of committee charge
3. Meeting note taking
4. Operating Processes and Principles–
  - a. How
  - b. File/document naming conventions
  - c. File/document storage
  - d. Project Spreadsheet
5. Timeline
6. Next Meeting
7. Adjourn