Minutes of the Meeting
December 4, 2007
3:04 EST

On the call:
Grubbs, Julia University System of Georgia
Ferdinand, Susannah ACT
Morris, Michael ACT
Parish, Lisa SunGard Higher Education
Ruskin, Carole Oracle
Smith-Larson, Clare Iowa State University
Stewart, Tom AACRAO SPEEDE

Agenda:

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<th>Topic</th>
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<tr>
<td>Agenda Review</td>
<td>Morris</td>
<td>5 min</td>
<td>done</td>
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<tr>
<td>Minutes Review</td>
<td>Morris</td>
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<tr>
<td>Subtest Code</td>
<td>Stewart</td>
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<td>Determined actions</td>
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<td>Review of Action Items</td>
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Minutes: Morris

Meeting Summary:
The workgroup discussed the subtest codes and plans for reviewing the implementation guide.

Decisions:
? None

Actions:
? Michael will contact Steve Mills and ask him to review and revise the subtest codes.
? Michael will determine the decisions made on the numbering of the Tests code and update the code in the appendix of the implementation guide.
? Michael and Susannah will continue updating the implementation guide based from Tom’s input.
? All team members will review the implementation guide and provide revision recommendations at the next meeting on December 18.

The meeting was adjourned at 3:50 EST.

Upcoming Meeting Times:

December 18

Respectfully Submitted,

Michael D. Morris