1. Welcome
2. Pressing questions and concerns
3. Unfinished Business
   a. Training Materials
      i. The report guides were briefly discussed. Everyone agreed they were working but not ready to produce any finished products yet.
   b. Equinox Report Usage report
      i. Kyle Constant reported that he had requested a report from Equinox showing how the shared templates in ME-Reports were being used. They’re working on it.
4. New Business
   a. Equinox training
      i. Kyle discussed that he had attended the Equinox training and mentioned some high level differences between the guidance given by Equinox and what he commonly practices.

Next Meeting: August 13, 2020, 2:00 p.m.