- Goals:
    - Support staff has been assigned to help members for all outstanding needs
    - Set arbitrary deadline for first draft of chapter 13
    - Reevaluate the TF meeting calendar and include engagement dates
    - Jeff will be able to begin copy editing Vol. I on July 27, 2020

- Constraints & Meeting Approach:
    - 12 Chapters to be reviewed over 4 2-hour blocks (8 hours or 420 minutes) means we have 40 minutes per chapter
    - Five items to review per chapter:
        - Is there content missing that should be included?
        - Is there content included that should be removed?
        - Does the order work:
            - Is there content in one chapter that should be moved?
            - Is there content to should be replicated in another chapter?
            - Does it make sense to change the order of sections within chapters OR chapters within Vol I.
        - Identify what work remains and what support is needed.
        - Final thoughts and other comments.

- Pre-Meeting Tips:
    - Read chapters and share feedback with authors based on the five items above
    - It could be helpful to have a support team member facilitate the reviews of each chapter and take notes. This will enable the authors to engage in conversation. If desired, please reach out to a team member for support.
    - Presenter should be prepared to provide high level outline and highlight 3-5 areas the author would like feedback.

- Tips for Meeting:
    - Rather than jumping into the conversation, please feel free to use the chat box for questions and comments. If an author has asked for a facilitator to support their chapter review, then the facilitator can key chat comments for discussion.
    - Timebox your presentation. We have roughly 40 minutes per chapter. Consider only permitting some allotment of your time to a topic, then move on as the time allotment expires, so that you get through everything. A facilitator can help with this process as well.