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| **Meeting Information** |
| **Topic** | Reference Materials Guidelines Subgroup |
| **Co-Chairs** | Joe Konschnik and Alex Krynitsky |
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| **Date** | 11-21-2019 |
| **Time** | 12:00 – 1:00 PM |
| **Location** | Skype Video Conference Call |
| **Attendees** | Andre’ De Kok, Mario S., Francesca M., Kyle H., Rick J., Kathy S., Kelly D., Kate M., Joe K. |

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| **Discussion** |
| **Topic** | **Comments** |
| Host | * Joe Konschnik
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| Logistics | * Skype Video Conference Call arranged and hosted by Joe K
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| New Member Introductions | None |
| Discussion | **Joe showed current draft outline and solicited ideas from participants*** #1 Introduction: Need an author – Volunteers?
* #2 Glossary of Terms: Melissa Phillips’ sub-group is working on this
* #3 Reference Documents: Need an author – Volunteers?
* #6 Starting Material Characterization – Decided we need to ask Melissa to add traceability, purity and identity terms to the glossary. Will expand on definitions in this section. Joe: will notify Melissa.
* #7. Stability – Kelly mentioned the possibility of combining this chapter with chapter #10 Interactions Upon Mixing. Group members agreed this may be a good idea. Kelly and Alex will discuss and notify group.
* #9 Application & Use of RMs – Need an author – Volunteers? Group discussion led to adding a-h sub-chapter sections to outline. Kate M. volunteered to send her presentation on this topic from recent NIST workshop. (Kate sent to Joe. Joe will have it added to web page)
* #10 Interactions Upon Mixing – group suggested additions to sub-sections and added to outline
* #11 Second Source RMs – Joe sent documents to Jo Marie who will author this section. Joe will as Jo Marie to post to our web page for group’s reference
* #12 Measurement Uncertainty – Joe mentioned discovery of NIST resources on this topic at NIST Workshop. Joe will acquire and ask to have added to our web page. These may be added to our Appendix referenced in this chapter. Patti A. mentioned a SPEX White paper on this topic and send document to Joe who will also have posted on web page. Group agreed to add sub-topics to this section in outline.
* Next Meeting – group decided to skip December and schedule next meeting in January. See below for date & time. Joe will send out email meeting request to members.
* Completion Timeline & Chapter draft delivery –
	+ Chapter Submittal Goal: June 1st All chapter drafts submitted to TFRT
	+ Technical Final Review Team: Kate, Andre’ and Patti
	+ Submit chapters are you complete them to Tech Reviewers ASAP in advance of June 1st deadline if possible
	+ TFRT Goal: July ?? Discuss at next meeting.
	+ Report on progress at NACRW Annual Meeting July 26th, 2020
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| Assignments & Next Steps | **Assign authors for outline topics*** Refer to revised Guidance Document Outline on RMGW page

**Other Action/Next Steps:*** Joe – notify Melissa P. of adding Chapter 6 terms to glossary
* Kelly & Alex – discuss combining Chapters 7 and 10
* Joe – ask Jo Marie to post documents to web page:
	+ Kate’s presentation on App & Use of RMs Topic
	+ Joe’s presentations & docs on Second Source topic
	+ NIST docs on Uncertainty topic
	+ SPEX White Paper on Uncertainty topic
	+ Revised Outline from today’s meeting
* Jo Marie – post documents on RMWG web page
* Joe – send out email calendar invitation for next meeting
* All authors – begin research & writing – report on progress at January call
* All members – consider volunteering to write a chapter, or team up with someone to write it together
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| Next Meeting Date | Group agreed to meet once per month for now.  Scheduled next for January 23rd at 11AM US EST Zone - will use Skype Again |
| Adjournment | 12:55 PM EST |