

Meeting Information	
Topic	Reference Materials Guidelines Document Subgroup
Co-Chairs	Joe Konschnik and Alex Krynitsky
Date	04-22-2020
Time	11:00 – 12:00 PM
Location	Skype Video Conference Call
Attendees	Joe, JoMarie, Kathy, Alex, Kelly, Andre

Discussion	
Topic	Comments
Host	➤ Joe Konschnik
Logistics	➤ Skype Video Conference Call arranged and hosted by Joe K
Biweekly calls	Joe has sent out meeting notices for the dates: April 22 nd at 11:00am EDT Two more meetings will be scheduled for May 6 th and 20 th . Joe hopes to move future meetings to Microsoft Teams platform. He will send out new invitations
Share Drive	<ul style="list-style-type: none"> • Jo Marie will send Andre a link to the shared drive. • Go ahead and upload your chapter documents. Jo Marie will rename any documents that don't follow the share drive numbering system. • Joe will send out the link to the shared drive in the meeting invitations.
Glossary	<ul style="list-style-type: none"> • No updates
Review of Guide Outline	<ul style="list-style-type: none"> • Jo will work with Alex and Kelly on the titles for the subsections of Chapter 6.
Scope of Guide	<ul style="list-style-type: none"> • No updates to the scope of the guide at this time.
Review of Chapters	<ul style="list-style-type: none"> • Melissa has completed an extensive review of Chapter 4 on Certificates of Analysis. The updated chapter has been posted on the share drive. • Alex uploaded a draft on neat materials for Chapter 6. Alex is working on two other sections: <ol style="list-style-type: none"> 1. Individual Stock Standards. 2. Matrix Matched Standards • Kelly is completed her first draft of Chapter 6, adding bullets and uploaded it today. She is trying to keep it concise and 3 pages or less. • Jo has posted a rough draft of Chapter 8 and would welcome reviews and suggestions. Hakan Emteborg has completed an extensive review and Jo will revise her chapter before additional review. It will be posted before the next call. • Kathy is working on Chapter 11 on Measurement Uncertainty. The group discussed the amount of detail needed. Should the Chapter deal with only the uncertainty contributed by certified reference materials or should it also include detailed instructions for in-house prepared reference materials. Jo suggested that the process for in-house RMs might be described briefly and references provided. Andre mentioned that if the uncertainty due to the RM is less than 1% then it is negligible. It might be useful to provide an example or two for individual compounds. • Question was asked about what format our final document will be in.

	<ul style="list-style-type: none"> • Jo – we’ll use a PDF format. We will also want to include some graphics and images to dress up the document a bit. Asked the group to begin thinking about what kinds of images and graphics we might want to use for each chapter.
NACRW	<ul style="list-style-type: none"> • NACRW is waiting until mid-May to decide if they will hold a meeting. • NACRW will survey potential attendees to get their opinion before making a decision.
Deadlines	<ul style="list-style-type: none"> • June 1: Send “draft” to reviewers • NACRW: present the “draft” to attendees of the Working Group for comment
Assignments & Next Steps	<p>Other Action/Next Steps:</p> <ul style="list-style-type: none"> • Jo will send Andre a new link to the One Drive. • Joe will send test MS Teams application with Jo • Joe will send out meeting invitations using MS Teams and add Hakan Emteborg to these invitations. • Joe will include a link to the shared drive in the invitations.
Next Meeting Date	Joe will send out two more invitations for May 6 th and May 20 th at the same time: 11am EDT. New meetings will probably be using MS Teams.
Adjournment	11:39 am EST