

Item no.	Notes	Action by
CALL TO ORDER	Called to order at 10:07 AM by the chair.	
INTRODUCTIONS AND QUORUM	Introductions were conducted in the room and on the phone. 4 members present of 11 total. Quorum not established.	
CALL FOR PATENTS	N/A - Not a standards meeting	
CHAIR'S REMARKS	The chair welcomed the participants to the meeting of the TF and reviewed the purpose and scope.	
AGENDA APPROVAL	No formal agenda was presented for approval.	
APPROVAL OF PREVIOUS MINUTES	Previous minutes were not approved due to non-Quorum.	
Review of Scope and Related Discussions	<p>The chair presented slides covering the current scope of the Task Force report, including items that were discussed in the January 2020 meeting to further refine the scope. The scope will include</p> <ul style="list-style-type: none"> • Flow through the kill chain process • Who will be the intended audience? Create the report using bottom up approach • Create an Executive Summary in addition to the paper topic • Define IT/OT boundaries and common ground • Standards are important to both IT/OT groups • Create awareness • Prioritization and understanding of Critical Assets (Risk Assessment) • Include Roles and Terminology <p>Group members in attendance provided status updates for each specific section of the report.</p> <ul style="list-style-type: none"> • Identify – Jeff Pack • Maturity Assessment – Scott Mix • Conclusion – Theo Laughner <p>The chair requested any outreach functions to socialize the IT/OT topic and requested a Utility sponsor.</p> <ul style="list-style-type: none"> • Jeff Shiles (SCE) will adopt the sponsor role to provide review and comments for the Task Force report. 	
Action Items	1. Schedule a meeting, next month for status updates of report milestones/deliverables	
ITEMS REPORTED OUT OF EXECUTIVE SESSION	N/A	
TIME OF FINAL ADJOURNMENT	Motion to adjourn made by Theo Meeting adjourned at 10:45 AM.	
NEXT FACE TO FACE MEETINGS	January 2020, Jacksonville, FL.	
FUTURE MEETING ROOM REQUIREMENTS	[Room Size=25][Projector=YES][Conflicts=H44, H6, H27,H40]	

