DART Data Quality & Training Subteam Meeting Minutes, 05-03-17

1. Development of DQT Action Plan Template

   o Proposal Brief

   o Background of Issue

   o People and Systems Involved (Collaboration with Data Owners and Stewards)

   o Initial Feedback

   o Timeline

   o Cost/Benefit Analysis

   o Suggest Action Plan

   o Feedback Section

   o Activity Record with Dates and Contacts

2. Floor open for discussion by team members

3. Next Meeting: 07JUN17