1. **Welcome & approval of minutes** [5 minutes]

2. **Updates** [standing item: informational] [10 minutes]
   a. Status of three initiatives: Annual PTE process; Essential Elements; Working Group
   b. Communication plan subgroup update [Emily and subgroup: Kathryn, Diane, Anne, Chih Ming]

3. **Whole group review and final decision making on** [45 minutes]
   a. Text drafted to fill gaps in the document
   b. Key open questions related to existing draft language and structure

4. **Next meeting**
   a. November 2, 3:30 – 4:30 p.m., Twamley 305