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 21, 1 – 2 p.m., Twamley 305