**1-6-24 Process Track Minutes**

1. **Review of what We’ve Done and How to Move Forward**
* Since Bryan is new to the team, we did a review of what we’ve done this far.
* Goal of this committee is to identify the biggest process pain points all firms experience, understand how each firm manages each point and see if we can identify best practices to leverage across all members.
* Asked TCG to rank their top 3 pain points- Distributions ( Stephanie), PBA Statements (Amy), Plan Implementation (Jill) and Data Collection ( Deb).
* Bryan has agreed to take over the Distributions portion of this project.
* Each Lead has created a list if questions to ask each firm. Amy will send the questions that Stephanie created to Bryan.
* Amy has created a spreadsheet that shows the contact at each member firm to talk to for each pain point.
* Prior to each call, send the list of questions to the firm contact so they can review them. Then set up[a 30-minute call to discuss.
* Amy will send Brain a copy of the introductory email that she created to do this.
* Amy has completed most if her calls.
* Jill, Deb and Bryan will have their calls completed by end of Feb.
* Each Lead will review what they have compiled to identity trends or ideas that might be suggested to the group. The Process Committee will discuss each of these to decide what to bring back to TCG.
* We thought it would be a good idea to report back what we learned to the people we interviewed. Jill suggested we confirm that with the owner prior to doing that. We will need to redact anything that references a particular firm.
* Our next call will be March 6th at 4pm ET.