**12-20-23 Process Track Minutes**

1. **Status of Calls to TCG Firms**
* Jill and Stephanie have not made any calls yet.
* Not sure about Debbie
* Amy has made all of her calls except for MAP. She is waiting for a contact from them. She indicated that the people she has talked to have been really responsive.
* We had hoped to finalize the calls prior to year-end since Q1 is so busy. However, the contacts for Implementation, Distributions and Data Collection should not be heavily impacted so it should be ok to call them in Q1. Ann will mention that during the 1-8 TCG call.

1. **New Members**
* Ann will tell the new members about this committee and that we will need the contact info from them.
* Amy will update the spreadsheet and send it to Ann to distribute to the new members.
1. **Next Steps**
* Once we have all the data, what do we do?
* How do we analyze what we have
* Look at what are we doing the same, what are we doing differently, what seems to work the best.
* Do we need to hire someone to he us do this work- if so, we’ll need to build a business case.
* Next call will be Feb. 6th at 2pm ET.
* We will review the info that Amy has collected for the PBA process.