

**CRM Workshop Planning Subgroup  
January 27, 2010 – 3:00-4:00PM ET**

**Agenda**

<b><u>Topic:</u></b>	<b><u>Presenter:</u></b>	<b><u>Time:</u></b>
Welcome & Roll Call	Tesheia Johnson	3:00
Action Items	Tesheia Johnson	3:05

<b>Open Action Items</b>	<b>Owner(s)</b>	<b>Due Date</b>
Final decisions about poster session	Tesheia Johnson	1/27/10
Delegate task: Write cover letter and summary of Workshop for PIs. Letter should suggest the kinds of individuals who might benefit most from the Workshop.	Tesheia Johnson Mike Joyner	1/27/10
<b>Current Action Items</b>		
2010 Workshop Agenda Revisions – presentation topics, times, speakers, breakout times, breaks  (last revision by Dan Rosenblum on 12/22/09)	Tesheia Johnson Mike Joyner	1/27/10

Other Business	All	3:50
Recap of Action Items	Tanya Buttress	3:55
Adjourn		4:00

**\*Next Meeting Date & Time: Wednesday, February 24 at 2:00PM ET. Please be reminded that starting in February 2010, all CRM Workshop Planning Subgroup meetings will take place on the 4th Wednesday of each month from 2-3pm ET.**

\*Wiki page for Planning for the 3rd Annual CRM Workshop (June 2010):  
<https://www.ctsawiki.org/wiki/display/CRM/Planning+for+2010+CRM+Workshop>