Kristen, Ali, DJ, Fay, Glenn, Dongmei

Goals for meeting:

* Finalize structure of document template – see documents circulated by Kristen on April 30th
* Populate one example by each agency, with final assignments as follows:
	+ Strategy – DOT
	+ Platform - DES
	+ Data - DES
	+ Workforce - DOT
	+ Delivery - DOT
	+ Investment – DES

Document Contents: Strategic (high-level) guidelines when considering future investment in shared software/applications. Essentially a screening tool/checklist – holistic view of considerations.

Intended Audience: Agency resource managers

Level of detail from last meeting: Need to address the considerations/key questions that were resolved, but not necessarily how they were resolved as that will vary by agency and with changes in technology. But document what we did as a case study that is appended to the main document . Include descriptions at the domain level, so somewhat generalized?

From last meeting - Ask for assistance from Matt Deal, esri - what we want:

We want to establish an organizational account that is administered by UNH or another vendor. The organizational account would include hosted services and applications that are developed for or by other public sector participants who may/may not have their own organizational account.

Next meeting: May 22nd, 10-12