

JM Working Group Preparation Meeting Agenda

Date: [DATE] | Time: [TIME] UTC | Format: Virtual

Chairedby: Dr Jim Ianelli

2026-04-03

Meeting Information

Item	Details
Date & Time	[DATE], [TIME] UTC
Duration	[X] hours
Platform	Microsoft Teams
Chair	Dr Jim Ianelli
Participants	[List of expected participants/organizations]

Purpose

[Brief 1-2 sentence statement of meeting objectives]

Agenda Items

1. Opening Remarks (5 min)

- Welcome and introductions
- Meeting objectives

2. [Topic 1 Title] (XX min)

Lead: [Person/Organization]

Discussion Points: - Point 1 - Point 2 - Point 3

Expected Outcomes/Decisions:

3. [Topic 2 Title] (XX min)

Lead: [Person/Organization]

Discussion Points: - Point 1 - Point 2

Expected Outcomes/Decisions:

4. [Topic 3 Title] (XX min)

Lead: [Person/Organization]

Discussion Points: - Point 1 - Point 2

Expected Outcomes/Decisions:

5. Status Updates (XX min)

Brief updates on: - Paper submission progress - Data availability - Other key issues

6. Action Items & Next Steps (5 min)

Review of: - Deliverables and deadlines - Next meeting date/time - Preparation tasks

Pre-Meeting Materials

The following documents have been circulated in advance:

- [Document 1]
- [Document 2]
- [Document 3]

Please review prior to the meeting.

Contact Information

For questions or agenda items, contact Dr Jim Ianello at [email]

This agenda was prepared [DATE]. Updates or changes will be communicated via email.