MEETING PURPOSE:

To coordinate activities of the Working Group and to enable acceleration of learning and information sharing among the members.

MEETING OUTCOMES:

1. Participants are aware of recent developments, actions and results, and each other's experiences and perspectives that could be useful in supporting improvements for any member(s)
2. Participants are aware of the status of commitments of action or alignment from previous conversations; breakdowns are addressed; lessons are learned.

ATTENDEES AND ROLES:

- **Customer:** WG Chair
- **Participants:** WG Members
- **Facilitator:** UMS/Vanry
- **Timekeeper:** WG Vice Chair or UMS/Vanry
- **Recorder:** WG Secretary with support from UMS/Vanry

PRE-WORK

- Each member reviews the agenda and prepares to commit to the meeting objective and outcomes.

MEETING GROUND RULES

- Phones off or silent; no multitasking (exceptions for high-risk days)
- Cameras are on is preferred (subject to bandwidth limitations)

AGENDA

TIME	AGENDA ITEM	OBJECTIVE	PROCESS (WHO)
5 Min	**Opening and Safety**	Participants are aware of why they are meeting, what needs to be produced, and are committed to participating. The Participants focus on safety.	• Describe and obtain agreement to the purpose and outcomes of the meeting • Safety Message **Jane Doe** • Confirm agenda, timing, and ground rules
15 Min Or more as needed	**Check-in on Urgent Issues**	Participants are able to seek support and input on emergent issues or high urgency concerns. **Grass Fire into Urban Areas**	• Any member can identify an issue. The group listens to the concern and the requests and offers constructive input. • This section could consume the entire agenda in the case of a large, urgent or complex need and request for support.
20 - 35 Min	**Technology Presentation – Remote Grid**	Presentation of Remote Applications in AusNet territory	• Presentation/Demonstration by AusNet • Q&A and open discussion
20 – 35 Min	**KPI Discussion**	Members share the KPIs they use to expand the perspectives of the group	• Members review KPIs and how they are used • Q&A • Discussion from members about similarity and differences.
5 min	**Rolling Agenda Administrative Items and Close**	Participants are aware of the actual outcomes of the meeting and their follow-up actions	• Review decisions, and action items. Were the meeting outcomes achieved? • Assess meeting efficiency, opportunities for improvement, new topics for discussion (Participants, Facilitator)