

## USITT ENGINEERING COMMISSION - TERMINOLOGY WORKING GROUP

### Minutes

Date and Time of Meeting: October 7, 2021 at 1pm EDT

Attending: Adam Mendelson – Chair, Kathryn Davis, Kristen Ahern, Justin Bennett, Dan Culhane, Maya Nigrosh, Jane Parson

### Topics discussed:

- We reviewed recent adjustments to the draft document and resolved comments.
- We discussed the timeline and internal processes for public review of the draft document.

### Votes made (with tallies):

- NA

### Actions taken:

- We made edits to the document during the meeting.
- The publicly viewable version of the list of terms being addressed will be updated with new terms that have been added based on survey results.
- We moved our next meeting to be a week earlier so that we could review final edits to the draft document and hopefully vote to sending it forward for public review.

End time: 2:05pm EDT

Next scheduled meeting is: October 15, 2021 at 12pm EST.