

No.	Topic	Presenter	Allotted Time	Outcome	Action Item(s)	Responsible Person(s)/ Follow up
Attendees:						
1	Agenda	Amy	5	Review agenda		
2	Approve September & October Minutes	Kirsti	5	Approval of September & October Minutes		
3	Soroban Presentation	Terry and Sasha	45	Presentation on Soroban		
6	Ed Showcase	Amy	10	Information on January 4th presentation for the Board		
7	Close	Kirsti	5	Agenda items for the next meeting		