



**DDT committee meeting
Wednesday November 3rd 2021
1:00 PM EST
Via Teams Meeting**

MINUTES

Committee members In Attendance: Matthew English, Scott Crawford & Camile Awada.

Staff: Jennifer George, Jean Ouellette, Greg Phillips, & Patricia Kumbakisaka (Committee secretary)

Apologies: Dan Monafu, Granda Kopytko & Jason King

Call to Order

Meeting was called to order at 1:10 PM by Matthew English

Introduction

- Matthew welcomed everyone.

Items discussed

- We discussed on sending the TOR to Julie send it to translation
- The committee to reach out to the NEC to see if anyone wants to join DDT.
- Be more active on our team's channel.

Next Steps:

- Send the TOR to translation.
- Start working inside from Teams. (Have some of our touchpoint conversation in Teams and the channels)

Meeting adjourned at: 1:30 PM EST