**TOPIC** | **LEAD** | **NOTES**
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Welcome and Introductions | Bill Kehoe | Bill reviewed agenda; quorum confirmed for voting.
Approve Minutes from September 14 Meeting | Bill Kehoe | Minutes were approved as written.
Standard 182.20.10 - Email Naming Standard UPDATE | Nick Stowe Scott Lindekugel Karen McLaughlin | Updates to the Standard were reviewed in subcommittee and recommended for approval. Members voted to approve Standard as written.
Program Status – One Washington  
• Introductions  
  o John Anderson, ISG-P/Executive Director for Technology Transformation  
• Agency Remediation Status and Future Work – Manoj Verma, Director of System Remediation  
• Q&A | Amy Pearson | One Washington program staff provided a briefing on the status and timeline of the 30-60-90 day assessment of legacy system remediation.
IT Project Best Practices and Lessons Learned: Vendor Management  
• Nicole Simpkinson, Assistant Director, Office of the CIO  
• Stacy Steck, Project Management Partner, FirstRule | Nicole Simpkinson | OCIO project management partner, Stacy Steck, shared best practices and lessons learned related to vendor management and procurement through a project management community of practice.
Board members provided feedback from their experiences.

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<tr>
<th>Subcommittee Structure</th>
<th>Nick Stowe</th>
<th>Nick reviewed proposals for refining the Board’s subcommittee structure, where a security and privacy subcommittee is added. For now, all members are invited to participate on both subcommittees.</th>
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<td>Public Comment</td>
<td>No public comments.</td>
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**Meeting recording link.**