**CAEECC Composition, Diversity, Equity & Inclusion Working Group (CDEI WG)**

**COMBINED Draft Agendas for 4th & 5th Meetings**

**4th WG Meeting March 15, 2022 (9:00am-12:00pm) - Agenda**

**Facilitator: Katie Abrams**

Supporting materials can be found on the[meeting page](https://www.caeecc.org/4th-cdei-wg-mtg)

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| **Time** | **Session** | **Topics** |
| 9:00 | **Review Agenda, Housekeeping & Next Steps/Process Discussion** | 1. Review meeting goals & approach for 4th & 5th meetings 2. Review meeting norms & foreshadowing of possible future WG 3. Review consensus-building approach & WG close-out process (signup for anything non-consensus, report finalization process) 4. Approach to Presenting Recommendations at April 12th Full CAEECC Meeting |
| 9:30 | **Compensation** | 1. Mini Team to Present Recommendations 2. Full WG Discussion of Mini Team Proposal (including presentations from any Members who have an alternate option) 3. Seek Consensus on Mini Team Recommendations |
| 10:15 | **Competency Building** | 1. Same process as Compensation, above |
| 11:00 | **Break** |  |
| 11:10 | **Restructuring CAEECC** | 1. Same process as Compensation, above |
| 11:40 | **Review Draft Final Report** | 1. Quick review of non-recommendations sections of Draft Final Report (Section 1, Appendices 1-10) 2. WG Members flag any errors or omissions |
| 11:50 | **Wrap-Up and Next Steps** | 1. Identify any next steps before final meeting 2. Debrief where ended up and how meeting went |
| 12:00 | **Adjourn** | |

**Primary Meeting Goals:**

1. Mini teams to present proposed recommendations
2. Seek consensus on recommendations, delineate alternatives where there’s not consensus
3. Begin to identify what CDEI WG needs CAEECC to approve to advance this WG’s work

# Zoom coordinates:   <https://us02web.zoom.us/j/85601514037?pwd=QW1UWEduN2F6MmRnLzIwTWwwSXludz09>

# Meeting ID: 856 0151 4037 Passcode: 611588

**5th WG Meeting March 15, 2022 (10:00am-12:00pm) - Agenda**

**Facilitator: Katie Abrams**

Supporting materials can be found on the[meeting page](https://www.caeecc.org/fifth-cdei-wg-mtg)

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| **Time** | **Session** | **Topics** |
| 10:00 | **Review Agenda & Housekeeping** | 1. Review meeting goals 2. Review meeting norms |
| 10:10 | **Recruitment & Retention** | 1. Mini Team to Present Recommendations 2. Full WG Discussion of Mini Team Proposal (including presentations from any Members who have an alternate option) 3. Discuss any overlap with other recommendation categories, and resolve if appropriate 4. Seek Consensus on Mini Team Recommendations |
| 11:05 | **Facilitation** | 1. Seek consensus on inclusion of top 6 prioritized recommendation ideas (remaining ideas to appear in report Appendix) |
| 11:20 | **Additional topics from 4th meeting?** | 1. To come |
| 11:50 | **Wrap-Up and Next Steps** | 1. Debrief where ended up and how meeting went 2. Thank WG Members!! |
| 12:00 | **Adjourn** | |

**Primary Meeting Goals:**

1. Mini teams to present proposed recommendations
2. Seek consensus on recommendations, delineate alternatives where there’s not consensus
3. Develop final summary of what CDEI WG needs CAEECC to approve to advance this WG’s work

Zoom coordinates:    
<https://us02web.zoom.us/j/82019701807?pwd=RWRkdzVTMmdoaEpkM29vaWU3Tk4zQT09>  
Meeting ID: 820 1970 1807  
Passcode: 628357