

## Meeting Minutes

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**4/5/2021**

- Presented the idea of the Washington 45/85/100 project. See a [brief proposal](#)
- A [draft template](#) was shared. Suggestions on the template format:
  - Include the section to collect the note/comment from the recommenders
  - Include the section to collect the usage information from the faculty members who currently use the materials
- Suggestions on project procedure:
  - To effectively proceed with the project, a timeline might need to be set up with a set of specific tasks
  - To expedite the work process, funding might be necessary
  - Overtime, there might be a need for quality control/monitoring for the submitted resources
  - To sustain the effort, a set of specific promotion/communication strategies need to be developed. For example, we might facilitate a work session where faculty members in the same discipline can collectively look for OER (Live work session by discipline, OER Wikisession)