NZMG Steering Group

Meeting Actions and Decisions 16/10/2019

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| 1. **NZMG-SG TOR – comments or feedback**   Actions:  **A1.1 - LINZ** to update with comments from round table  Decisions:  D1.1 - Iwi/Maori representation is required on the SG  D1.2 -TOR should be consistent with WG TOR when referenced   1. **Work plan prioritisation**   Actions:  **A2.1 - LINZ** update prioritisation table and distribute to members  Decisions:  D 2.1 - Amendments included in the work plan   1. **Identify project leads for high priority work**   Actions:  **A3.1 - All SG members** identify relevant high priority tasks to lead. Seek buy-in from your organisation for your contribution  **A3.2 - All SG members** indicate preferred tasks to lead by email by 31 Oct  **A3.3 - All SG members** confirming commitment to lead tasks by email by 15 Nov  Decisions:  D3.1 - Ran out of time in meeting to confirm leads so SG members to do this by email   1. **Discuss and agree WG & SG comms and reporting requirements**   Actions:  **A4.1 - LINZ** to email communication to WG (include outcome of SG meeting) until a webpage and/or slack channel is setup  Decisions:  D4.1 - Reporting will be scoped by the task lead under the work plan   1. **Agree date, host/chair for next WG and SG meeting**   Actions:  **A5.1 - LINZ** send out next SG meeting options  **A5.2 - All SG members** select available dates  Decisions:  D5.1 - Next SG meeting in mid Dec, date TBC, held at LINZ  D5.5 - Next WG meeting held within 9-12 months, WG host to be agreed at next SG meeting |