The team has been meeting on a monthly basis to discuss progress of the sub-teams and address any issues with interviews, question interpretation and process. As of January 15 all interviews have been completed and research materials gathered. Sub-teams are now beginning the process of writing their first drafts and preparing discussion items for the February 5 team meeting. A calendar has been set for the spring semester which includes milestones of draft submissions, edits and table reads. All work should be completed on schedule.

The chair and vice-chair have been in contact with sub-teams during the months of December and January to determine if any questions need to be addressed or additional resources be made available. To date, all sub-teams appear to be on target.

The team requested additional data from OPIR and received that helpful information in December.

No problems or issues are evident at this point.