

JFGA Wrap-Up: Actions, decisions, and next steps

Action/Decision	Next step	Who	Timing	Communication
Capture notes and share templates	Share meeting output with team and Ligi	Kirk	By March 4th	N/A
Follow-up on meeting calendar	Set dates for meetings & review in March 11 th LFI meeting	Eric & Ligi	By March 11 th	N/A
Review progress	Set-up 3 month check-in	Kirk/Ligi	May/June	N/A
Summarize output from four workshops & determine what to communicate beyond LFI & ELT	Prepare summary & discuss what to share in March 11 th LFI meeting	Kirk to summarize; Eric to lead discussion regarding what to share	Summary by March 4th	N/A