**Call to Discuss ArchEE Initiative**

**Monday, March 30th, 2015; 11:00 AM U.S. Eastern Time, 4:00 PM Central European Time**

Meeting Participants:

Matt Keene, U.S. Environmental Protection Agency (EPA)/Environmental Evaluators Network (EEN)

Shari Grossarth, EPA

Johannes Schilling, European Environment Agency (EEA)

Neal Etre, Industrial Economics (IEc)

Nick Pittman, IEc

**Smartsheet Task List**

* The Smartsheet task list/timeline was well received by the group. Beginning Monday, April 6th, IEc will send out a weekly email summary identifying tasks to be completed during the week. It will note to whom each task is assigned. Everyone will receive the full list of items.

**Facilitator**

* Glenda Eoyang of the Human Systems Dynamics Institute has agreed to facilitate the workshop and assist with preparation. Terell, Shari, and Matt recently spoke briefly with her. The full team will hold an hour-long call with her in the morning (U.S. East Coast time) of Monday, April 13th.

**EEN Website**

* EEN has posted a webpage describing the ArchEE concept and workshop. It will eventually have the updated agenda and participant list with bios.

**ArchEE Documents**

* Johannes proposed a small change in the first sentence of the version of the ArchEE introduction/workshop invitation that he will send out. The team approved it.
* Johannes may also send out the draft agenda to his contacts.

**Workshop Attendance**

* We expect at most 30 workshop attendees: Matt anticipates 20 attendees from North America, and there will likely be 5-10 from Europe, including Johannes and Gorm. Johannes will inform Matt if he invites more than 10 people.

**Budget**

* The team has budgeted for the facilitator, IssueLab representative, notetaker, meeting manager/helper, and other database expert (Neal). There may be funds to invite an academic participant.

**Action Items**

*EPA:*

* Convene an hour-long call with the full team and Glenda Eoyang for Monday, April 13th. Time and call-in number need to be established.

*EEA:*

* Send the updated ArchEE introduction letter to potential invitees.

*IEc:*

* Beginning Monday, April 6th, send out a weekly email identifying tasks to be completed during that week.