**Meeting Minutes/Record of Decision**

**DCP BPO Board Kick-Off Meeting – Dec 9th, 2020**

**Meeting Minutes**

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| **Item** | **Notes** | **Lead** |
| **Welcome** | Opening Remarks/Introductions | Lynne Guilbault /Michel Turbide |
| **BPO Board Overview** | * High Level presentation on Role of BPO Board
* Clarification requested in reference to the term of “Cluster” reps in the presentation
* Established that Cluster rep in this instance is referring to the Host Department, therefore moving forward will use Host instead of Cluster, for example: Host SME etc.
 | Karina Wieser |
| **BPO Board ToR Approval**  | * Confirmation that members received ToR as part of meeting invite, however due to time restrictions, was not covered in this session
* Participants encouraged to review and provide feedback
 | Karina Wieser |
| **High-level walk-through of release 2 content and scheduled activities** | * Review of DCP Global Template coordinated model approach
* Proposed schedule of activities in the coming months such as questionnaire, Discovery workshops etc.
* Point raised in relation to including additional OGDs other than Host reps and value that this can bring – DCP team will review this request.
* There is a desire to have access to DCP documentation now to become familiar with content etc. Is it possible to post documentation to GC Pedia? DCP will take away this request.
 | SAP |
| **Roundtable** | N/A |  |
| **Next Meeting** | Meeting will be planned for end of Jan, at which time ToR can be finalized and approved. |  |

**Action Items**

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| **Open Date** | **Item Description** | **Responsible** | **Status** |
| 19-12-2020 | Create web page to post all meeting documents  | DCP BPO Team | In progress |
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