**Agenda**

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| **#** | **Item / Sub-items** | **Time/Lead** | **Attendance** |
| ***1*** | ***Updates and Announcements*** | ***12:00 –12:30*** | Faculty and Staff |
|  | Administrative Timeline and Processes | Ashely |
|  | Career Fair | Ashely |
|  | PhD funding and advising | Giovanni |
|  |  |  |
| ***2*** | ***EDI Workplan*** | ***12:30 – 12:50*** |
|  | Division of responsibilities by workgroups | Giovanni |
| ***3*** | ***Undergraduate Program*** | ***12:50 – 1:10*** |
|  | Ground rules on late submissions, missed exams, etc.  | Rachel/Giovanni |
|  | Undergraduate committee reminders | Rachel/Chris |
| ***4*** | ***Graduate Program*** | ***1:10 – 1:20*** |
|  | Graduate committee reminders | Andrew/Ken-Yu |
| ***7*** | ***Adjourn***  | ***1:20*** |