**1st Meeting of S-130 Project Team**

20 January 2022, (13:00 – 15:00, UTC+1, CET) / VTC Event

DRAFT AGENDA\_rev1

|  |  |  |  |
| --- | --- | --- | --- |
| **Agenda item** | **Title** | **Lead** | **Remarks** |
| 1. **Opening and Administrative Arrangements** | | | |
| S130PT1-1.1 | Opening and Welcome  Introductions | Chair | 1.      brief self-introduction of all participants  v |
| S130PT1-1.2 | Select a voluntary Secretary |  |  |
| S130PT1-1.3 | Scope of Project Team   * Terms of Reference * Rules of Procedures |  |  |
| 1. **Approval of Agenda** | | | |
| S130PT1-2 | Agenda | Chair |  |
| 1. **Matters Arising from the PT and Others** | | | |
| S130PT1-3 | Review decisions and actions from HSSC based on A-2 decisions and related to the work of the PT | IHO Sec. |  |
| 1. **Work Items** | | | |
| S130PT1-4.1 | Objective of meeting   * Agreement of general design and elements of the future S-130 development process based on S-97 | Chair |  |
| S130PT1-4.2 | Briefly discuss building blocks and timelines of the S-130 development process | All |  |
| S130PT1-4.3 | Discuss ways of distribution of work packages and meeting frequency | All |  |
| 1. **Any Other Business (AOB)** | | | |
| S130PT1-5 | AOB | All |  |
| S130PT1-6 | Date of next meeting | Chair | 2. |
| S130PT1-7 | Review Action items | IHO Sec. |  |
| **Close** | | | |