Goals and Anticipated Outcomes
The primary goal of this meeting is to brief the newly-formed committee on upcoming ballot of chapters, the 2015-2020 Legacy Document, and Subcommittee approach to the Work Plan. Specific objectives include:

1) Review upcoming ballots for proposed revisions in *Pharmacopeial Forum (PF)*.
2) Go over the legacy of committee work accomplished and ongoing work. Allow USP Staff the opportunity to bring key chapters to the attention of the Expert Committee.
3) Review the existing Subcommittees and Expert Panels and provide strategic direction as needed.
4) Review Work Plan and new areas for possible consideration.

Attendees
*Attendee list provided on the day of the meeting*

10:00 a.m. **1. Opening and Administrative Matters** *(Informational, Decision Making)*
  a. Welcome and Opening Remarks Ms. Lewen
  b. Roll Call and Establish Quorum Mr. Freebern
  c. Conflicts of Interest, Confidentiality, Code of Ethics and Recording Policy Mr. Freebern
  d. Approval of Agenda Ms. Lewen

10:05 a.m. **2. Introductions** *(Informational)*
  a. Expert Committee Members (including Fun Facts) All
  b. Expert Committee Vice Chair Appointment
  c. USP Staff (including Roles and Responsibilities)

10:40 a.m. **3. USP Science Framework and General Chapters** *(Informational)*
  Dr. Pappa

11:00 a.m. **4. Procedural Matters** *(Informational, Decision Making)*
  a. Voting Procedure Mr. Freebern
  b. COVID-19 Quorum Contingency Resolution

11:10 a.m. **5. 2015-2020 Legacy Document** *(Informational)*
  Ms. Lewen, Dr. Zaidi
6. **2020-2025 EC Work Plan**
   *(Discussion, Decision Making)*  
   a. Formation of Subcommittees

7. **Chapters for the USP-NF 2021 Issue 2 Ballot**
   *(Decision Making)*

11:50 a.m.    Dr. Zaidi

12:00 p.m.   **Adjourn**