**Substantial Modification Workgroup Meeting Agenda**

**Date: April 17, 2024**

**Time 3:00 – 4:00 pm**

Goal of this meeting: Come to an agreement on the core components that should be included in the new definition of a substantial modification.

Share working definitions:

* Each working group member will have an opportunity to present their proposed working definition for a substantial modification.
* Discuss as a group what we agree with/disagree with about each proposed definition (about 5 minutes to discuss each).
  + Lyndsay will compile the proposed definitions along with the feedback from the discussion in order to identify the core components the workgroup agrees should be present in the new definition of a substantial modification.

Next Meeting:

* Please review the list of core components to be included in the new definition that Lyndsay will send out within the next few days and be prepared to discuss further.