1. Welcome/Introduction

2. Roll Call

3. Research Needs/Assignments
   - Research the effects of pandemics on plumbing system designs in the built environment
     - Review of the rubric
       - Jonathan Flannery provided an overview of the rubric
       - Paul Taft asked where the rubric review is to be placed when completed. Advised to upload the rubric in the Plumbing Subgroup deliverable folder with their name.
       - Richard Anderson questioned if the large document review would point out that there are plumbing or other MPE related topics to the workgroups? This is to be clarified in the rubric
       - Esber questioned that documents may be reviewed by several people or subgroups? Yes, many documents will be across different workgroups or even subgroups
       - Esber noted to make focus areas in the agenda for upcoming subgroup meetings. Mechanical separated into effects of the built environment and code and standards. This has been done for the plumbing
subgroup noting that new documents uploaded were not assigned to
effect or code/standard currently.
  o Breaking down review of plumbing related documents and assigning tasks
    ▪ Paul noted that an assignment list has been sent out and Jim forwarded the email to the
      plumbing subgroup so that they know what the information they are responsible for.
      The rubric should be downloaded from the PTF MS Teams site an input should be
      provided by the reviewers and be uploaded to the plumbing subgroup in the deliverables
      folder. The target completion would be for the July 12th meeting.
  
  • Research & review current codes and standards
  • Research & review code change proposals under consideration for future codes & standards
  • Research & review current published information related to the effects of pandemics on the built
    environment

4. Deliverables
  • Develop guidelines and best practices to address the design and layout of new and existing buildings and
    temporary structures.
  • Prepare various publications and white papers on significant topics
  • Develop a comprehensive package of public information materials
  • Prepare code change proposals

5. Other business
  • Rubric finalized and posted on PTF MS Teams research main library
    o Covered above
  • Next meeting July 12th as July 5th meeting is cancelled due to being a Holiday.

6. Adjourn – We plan to adjourn no later than 10:00 a.m. EDT.
  o Adjourned 9:58am