AGENDA

MEETING NAME	Code Change and Development Group (CCDG)

Meeting number	01
Date and time	5 December 2019, 10:00–16:00
Venue	Orange Room, ELEXON, 4th Floor, 350 Euston Road, London NW1 3AW
Classification	Public

Agenda item	Paper no	Lead
10:00-11:30: Joint session with both CCDG and Architecture Working Group members		
1. **Overview of the Design Working Group's Target Operating Model and transition approach*** (10:00-11:00)	Slides to be provided at meeting	Mark De Souza-Wilson
2. **Introductions and apologies** (11:00-11:30)	N/A	Jasmine Killen / Kathryn Coffin / Anthony Riding
11:30-16:00: CCDG meeting		
3. **Meeting objectives**	N/A	Kathryn Coffin
4. **Any questions on the CCDG Terms of Reference or TOM Development Principles?**	Finalised Terms of Reference / governance model *(to follow)*	Kathryn Coffin / Kevin Spencer / Saskia Barker
5. **Agree CCDG work plan or any changes required**	Work plan / Gantt chart	Kevin Spencer
6. **Agree provisional 2020 meeting dates**	CCDG meeting dates	Kathryn Coffin
7. **Lunch** (13:00-13:45)		
8. **Allocate members to individual work areas / Agree ways of working**	Work plan / Gantt chart	Kathryn Coffin
9. **Agree approach to co-ordinating with other codes bodies**	Work plan / Gantt chart	Kevin Spencer
10. **Agree Code Change Matrix template or any changes required**	Code Change Matrix template	Kevin Spencer
11. **Summary and next steps**	N/A	Kathryn Coffin
12. **Drinks** *(venue TBC)*		

* *Optional for members who were previously part of the Design Working Group*

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