1. **Proposed subcommittee structure**
   - Each committee member will be a Sector Leader(s) and responsible for the assigned sector.
   - Suggested Sector Leaders:
     - Kevin Raye – Banking
     - Jessica Masse – Broadband
     - Lee Umphrey & Carol Woodcock – Transportation
     - Lincoln Jeffers & Lisa Keim – Construction
     - Susan’s role – to coordinate the work between the sectors and with our Chairs, Josh Broder & Laurie LaChance
   - The Sector Leader(s) will do the research and reach out to industry experts, with staff assistance as needed.
     - The sector leader(s) will recommend industry experts to present to the full subcommittee at our weekly meeting(s).
     - Industry experts may submit written recommendations.
     - Sector leader(s) will be responsible for writing a one-page recommendation for their sector, which will then be reviewed and discussed by the sub-committee.
   - Timeline – The Innovation Sub-committee has developed a timeline that we can adopt, see attached document.

2. **Key questions for discussion and reporting to Committee Co-chairs**
   - What is the status of each sector right now?
   - Who should your committee hear from?
   - What kind of data is needed to make decisions?
   - What other information do you need to make a complete assessment?
   - **What does each sector need right now to endure the crisis? (this is the most important question)**