

# Steps to Launching New Expert Groups and Technical Steering Team

## Vehicle Data Expert Group

1. Bring together current leadership of VSS, VSC, CVII/Tech Stack, Security Team to describe plan to consolidate work in a Data EG (by 31 July)
  - a. Emphasize keeping current work active and undistracted
  - b. Obtain feedback on approach
  - c. Communicate opportunities for leadership
  - d. Conclude with what to expect next
2. Submit revised Charter document to Board for approval on 10 August
  - a. Request candidates for Chair and Co-Chair from Board companies
  - b. Shortlist and document in Charter
3. Schedule initial EG meeting and communicate (by 30 August)
  - a. Set up wiki structure & call logistics
  - b. Recruit leaders, contributors for Best Practices and Infrastructure "columns"
4. Develop communication strategy to members and execute by 8 September

## EV Charging Expert Group

1. Revise EG Charter to include Charging Event Project and obtain feedback from Ford
  - a. Hold review meeting upon Matus' return from vacation after 1 August
  - b. Request candidate for Co-Chair (w/ Matus)
2. Submit revised Charter document for Board approval on 10 August
  - a. Revise Charging Event Project document to align with EG Charter
3. Schedule initial EG meeting and communicate (by 30 August)
  - a. Discuss next steps to launch Charging Event Data Aggregation Project
  - b. Recruit participants
  - c. Schedule initial meeting and discuss cadence
4. Develop communication strategy to members and execute by 8 September

## Technical Steering Team

1. Board Review and Approve Charter (at 10 August Meeting)
  - a. Obtain candidates for Team and Team Lead (from Board companies)
  - b. Appoint Team Chair (Either August or September Board Meeting)
2. Schedule initial TST meeting and communicate (by 15 September)
  - a. At least one participant from VSS and one from VSC
  - b. Prioritize responsibilities, planned output and begin work
3. Develop communication strategy to members and execute by 8 September