States:
- Return any changes to Planning Guide information by December 4
- Share any meeting photos via Dropbox, or email to Katelyn Tye or Lisa Janairo
- Complete ranking of project priorities via SurveyMonkey (when Lisa circulates link)
- Share any suggestions for NTSF speakers or topics with Katelyn or Lisa
- Contact Heather Westra if you know of any tribal representatives in your state
- Kaci Studer:
  1) Send Indiana Department of Homeland Security’s annual reports from 2013-2014 and 2014-2015 to staff for sharing (completed)
  2) Help with planning Fall 2016 committee meeting in Missouri
- Tiffany Drake: Send Missouri report to staff for sharing
- Teri Englehart: Serve as committee co-chair in 2016-2017

DOE:
- Ellen Edge: Find out status of train shipments for Portsmouth and Paducah; confirm 2017 timeframe for pouring the last canister at Savannah River Site; and ask Eric Huang for map of rail routes for shipments posted in the Prospective Shipments Report

Staff:
- Prepare and distribute action items and summary
- Post all follow-up files and information on the committee’s Fall 2015 meeting web page
- Send March 2016 Core Group Google Poll to Teri (completed)
- Share link to Blue Ribbon Commission Report and CURIE site
- Post released DOE-NFST reports on the NTSF wiki site
- Explore suggested NTSF or MRMTC webinars: 1) DOE transportation-related training programs, 2) information on the spent fuel program presented with someone from industry, 3) presentation from representatives of the southern Wisconsin facilities being licensed for production of isotope (Paul Schmidt suggestion); 4) Concept of Shipment Operations webinar organized by the 180(c) Ad Hoc Working Group (based on suggestion from Kevin Leuer) sometime in February
- Lisa Janairo: Send committee members SurveyMonkey survey to rank issue and project priorities and solicit volunteers for committee work groups
- Lisa Janairo: Send Indiana NNPP exercise photos to Laura Dresen (completed)
- Katelyn Tye: Send states Planning Guide information for editing (completed)