**MeetingMinutes**

During last week’s call we discussed a need to develop use cases to determine the best course of action standardize the usage of service features and riders. The proposed scenarios for the use cases would potentially include the following:

1) How you are currently populating the 13/02 and 13/15
2) Putting all values in the 13/02
3) Using the 13/15 for rider values only

As part of this week’s meeting to start developing the use cases we were going to list all of the different riders and service features along with their components (rates, dates, etc.)
However we started the meeting by reviewing a spreadsheet a distributor provided that showed how carriers are passing rider information today. It exemplified that information is not being sent the same way by all participants. Field and code definitions are being interpreted differently from firm to firm. It was determined this needs to be addressed as a second phase of this working group.

As we were discussing this the conversation led to the following 3 items:

1) The need to report all values on the 13/02 Contract Value record.

2) Potentially renaming value field on the 13/15 Service Feature to Arrangement Amount and populating it with the arrangement amount only.

3) Creating a reference identifier that links the value on the 13/02 record to the 13/05 Service Feature record.

Following are the next steps:

- Determine which fields on the 13/15 record should be populated with rider information and which fields should be populated with arrangement information.
- Develop use cases for the reference ID used to link the 13/02 to the 13/15.
- Define standard usage of riders that have values.

The next meeting is Wednesday, December 18 at 3:30 pm.