**Agenda**
**Digital Economy and Inclusion Advisory Group Zoom Meeting**
**19 June 2018, 4.30-6.30pm**

| Item | Description | Paper | Time allocated |
|---|---|---|---|
| 1. Introductions and apologies (Chair) | Chair to confirm Group member attendance and apologies. | No | 10 mins |
| 2. Actions from the last meeting not on current agenda | • Investigate sharing terms of references for Productivity Commission report (MBIE)<br>• Collate information from Education for Digital Connectivity sub-group (FV)<br>• Refine sub-groups' ideal future states (All)<br>• Contact the wider network to ask for indication in working with particular sub-groups (Secretariat)<br>• Start scoping dates for another session in July (Secretariat) | No | 5 mins |
| 3. Housekeeping (Chair) | Ensure everyone has updated the Register of Interests if needed. Confirm dates for future meetings. | • Member details form<br>• Member Claims form<br>• Register of Interests<br>• Contact details sheet | 10 mins |
| 4. Sub group updates | All | • Memo from Digital Inclusion sub-group | 40 mins |
| 5. Common platform | All | • One-pager from Slack channel | 10 mins |
| 6. Communications | All | No | 10 mins |
| 7. Minister's update and thoughts | Minister | No | 15 minutes |
| 8. Openness and transparency options | Amber Craig to provide update to the Group. | TBC | 10 mins |
| 9. Actions and next steps (Chair) | Summarise what will happen before next meeting. | No | 10 mins |