



## Legal Service Review Advisory Group

**Monday, December 11, 2018  
6:00 p.m. to 8:00 p.m.  
Takoma Park Community Center  
7500 Maple Avenue, Takoma Park MD**

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Present: Ellen Zavian, Anne Hollander, Rizzy Qureshi, Jason Damweber

Meeting Start Time: 6:35pm

*Note: Eli Koppel was not present for the meeting and Rizzy Qureshi was unexpectedly late. As such the official meeting was very brief.*

- Prior to the start of the official meeting, Anne and Ellen continued their discussion from the last meeting regarding the framework of the report, how information should be presented, and who would be assigned to work on each section.
- The official meeting began when Rizzy arrived and quorum was reached with a review of the draft meeting minutes from the group's previous meeting, held on November 26, 2018. Anne made a motion to accept the minutes, which was seconded by Rizzy. The minutes were unanimously approved.
- Ellen and Anne briefly relayed information to Rizzy regarding their discussion noted above. Rizzy noted that he had begun working on the section of the report that he was assigned.
- The group decided not to meet on December 17, a date that they had been tentatively saving, and instead continue drafting their individual sections of the report. They plan to convene again on January 7 from 6-8:00pm in the Council Conference Room.

Meeting End Time: 7:00pm