**Physics Education Meeting**

**Tuesday, March 29, 2022**

**1:00 PM Eastern Time**

**Attended:** Randal Ruchti, Sudhir Malik, Sijbrand de Jong, Vetri Velan, Kétévi Assamagan, Daria Wang

**Summary:**

* CP3 update:
	+ Analysis is 95% done. Figures are almost complete. Determined which variables are interested to look at. Focusing on the writing in Overleaf now.
	+ The paper is based on two surveys: for graduate and undergraduate education. Graduate education sample is good. But undergraduate sample size is small – 24 undergrads only. Recommendation is to show the data as it is in the paper, since this is a unique opportunity to present findings.
	+ The goal is to finish the first draft by this Friday and upload the paper on arXiv next week. However, there is an issue of limited manpower within this group. It is possible that due to the limited manpower, the paper with graduate results only will first be uploaded on arXiv. Version 2 of the paper with undergrad results might be uploaded 2 weeks later, but this is still TBD. Action item: Vetri will update conveners on the progress and share the link to Overleaf.
* CEF4 Summary Report:<https://www.overleaf.com/project/623f4646a6bd6458eb0c0095>
	+ Overleaf is useful in terms of keeping track of bibliography.
	+ TG report should be in a form of an executive summary. This report shouldn’t be too long. We should condense information and include main recommendations.
	+ We can reference D&I papers in our citations. All papers are being listed on the Snowmass website as soon as they are submitted. Need to keep an eye on that and fold them in. Some papers have not been finished yet, so they are not on the Snowmass page yet.
	+ Some papers have been submitted outside of our group, but they are still relevant to our group. Action item: Sijbrand will work on finding all papers relevant to the report and add them to the bibliography.
	+ We should keep introduction and executive summary in the report.
	+ We can include Findings and Recommendations under each section of the report.
	+ CEF workshop is going to be virtual at the end of May. That is also the deadline for TG reports.
	+ CEF4 report style and formatting can be adopted for all other CEF TG reports.
	+ Convener need to divide up the sections so that everyone can work on each section.