

## 3<sup>rd</sup> ALTAIR meeting Agenda

### Draft

#### Meeting Goals:

The goal of this meeting will be to agree on the contents of a final report, list final input needs and develop process and make assignments for generating a report

#### Pre meeting reading

Draft annotated report outline to be delivered Monday

#### November 19

**9:00** Review of the agenda

Update of survey results (Joan)

Review of demand on current and potential time on 6-8 meter telescope

Review of community population and distribution.

Review of science case

#### Lunch Break

Discussion of draft outline report and list major & minor findings, goals and recommendations

Overnight assignments as necessary

**17:30** Adjourn for the Day

#### November 20

**9:00** Review of yesterday's discussions

Continue development of report details and begin prioritizing

#### Lunch Break

Writing assignments

Finalize a punch list of information still needed for report

Schedule for completion and delivering

**15:00** Adjourn (no later than)