

3rd ALTAIR meeting Agenda

Final

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 (will be sent by 17:00 EST 11/17/08)

Telescope Impact paper by Dennis Crabtree

Canadian Gemini Survey (http://www.casca.ca/ecass/issues/2008-ae/content_fs.html)

November 18

~ 19:00?? *Possible dinner for those who arrive in time; Mia will solicit input and finalize time*

November 19

9:00 Review of the agenda

Update of survey results (Joan)

Review of demand on current and potential time on 6-10 meter telescope

Review of community population and distribution.

10:15 Coffee Break

Review of science case

12:00 Lunch Break

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

15:15 Coffee break

Overnight assignments as necessary

17:30 Adjourn for the Day

Group Dinner being arranged

November 20

9:00 Review of yesterday's discussions

Continue development of report details and begin prioritizing

10:15 -10:30 Coffee Break

Finalize a punch list of information still needed for report

12:00 Lunch Break

Writing assignments

Schedule for completion and delivering

15:00 Adjourn (no later than)