

SUGGESTED AGENDA

MetroGIS Technical Leadership Workgroup - Forum Planning Session 2

Friday, December 14, 2007

10:00 – 11:00 AM (CST) Workgroup and Plangraphics

11:00 AM – Noon (CST) – Workgroup Only

WebEx URL: <https://meetings.webex.com/meetings/j.php?ED=5010837>

<u>ITEM</u>	<u>TOPIC</u>	<u>PRESENTER</u>
1.	Project Website Update	PlanGraphics
2.	Meeting Date Confirmation	Workgroup (RJ)
3.	Meeting Location Confirmation	Workgroup (RJ)
4.	Working Draft of Forum Program/Schedule	PlanGraphics
5.	Logistics	PlanGraphics/Workgroup
	A. Confirm Forum Title – “ <i>Meeting Shared Geospatial Needs Beyond Data</i> ”	
	B. Recorders	
	C. Projectors	
	D. Flip Charts, White Boards	
	E. Room Set Up (U-Shaped all facing, wall space, posters)	
	F. Refreshments and Breaks	
	G. Lunch (special dietary requirements)	
6.	Preparatory Materials	PlanGraphics/Workgroup
	A. Background Reading	
	B. Local Survey	
	C. Workshop Agenda, Objectives, Expectations	
	D. Selection of Local Example Case Studies	
7.	General Update - Participant Perspectives & Invitation Process	Workgroup
8.	Other Discussion Items	PlanGraphics/Workgroup
9.	Next Steps	PlanGraphics/Workgroup
	A. Conference Call Schedule	
	B. Other Items	

Suggested Workgroup Activity after Plangraphics Leaves Conversation

10.	Decide on Individuals to Invite	Workgroup
11.	Comment on Draft Letter of Invitation	Workgroup