

## **PDF-Archive Meeting**

### **Draft Agenda**

**October 3-4, 2002**

**Thurgood Marshall Building  
Washington, DC**

#### Thursday, October 3, 2002

10:00 – 10:15	Introduction and Welcome	Miller/Stone
10:15 – 1:00	Background Information	Levenson/Warfel
1:00 – 2:30	Lunch – on your own	
2:30 – 4:00	Brainstorm Session – Establishing Business Requirements	
4:00 – 4:30	Wrap-up Summary of Business Requirements	Miller/Stone
4:30 – 5:00	Review of Standards Process - Participation - Listserv use	Abbott/Fanning

#### Friday, October 4, 2002

9:00 – 9:30	Results summary of October 3	Miller/Stone
9:30 – 11:30	Business Requirements Breakout Sessions - Refine the requirements - Identify the technical requirements	
11:30 – 1:00	Lunch – on your own	
1:00 – 2:30	Breakout group reports	
2:30 – 3:00	Wrap-up - Next meeting - Assignments, if any	Miller/Stone