

**PDF/UA (Universal Accessibility) Working Group  
Draft Meeting Agenda**

**October 3, 2005  
12:00 Noon – 5:30 P.M. EST**

**October 4, 2005  
8:00 A.M. – 12:00 P.M. EST**

**AIIM Headquarters  
1100 Wayne Avenue, Suite 1100  
Silver Spring, MD 20910  
<http://www.aiim.org>**

**Conference Call Information  
Dial: 888-742-8686 or 303-928-2600  
Conference ID: 7083945**

Monday, October 3, 2005

12:00 – 12:10	Introductions	Johnson/Pisocky
12:10 – 12:20	- Approval of Agenda, October 3-4, 2005 - Approval of Minutes, May 18, 2005	PDF-UA 2005-007 PDF-UA 2005-006
12:20 – 12:45	Discuss scope text for PDF/UA	
12:45 – 1:00	Review progress on Committee communications	
1:00 – 1:30	Reports on actions previously assigned	
1:30 – 1:45	Break	
1:45 – 3:30	Define / Organize Headings, add at least 1 likely “fact” to each heading	
3:30 – 4:15	Define priorities in terms of Committee time spent addressing item headings	
4:15 – 4:45	Select a critical Heading and define the substructure in detail	
4:45 – 5:30	Wrap up	

**October 4, 2005  
8:00 A.M. – 12:00 P.M., EST**

Tuesday, October 4, 2005

8:00 – 8:15	Recap from October 3, 2005	Johnson/Pisocky
8:15 – 9:45	‘Work out’ the selected Heading’s contents as a group	
9:45 – 9:55	Break	
9:55 – 11:25	Break out into 3-4 groups, each “works out” 1 selected Heading	
11:25 – 11:55	Wrap-up and Next steps - Next meeting – Assignments, if any	Johnson/Pisocky