

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

**February 28, 2006
3:00 P.M. – 5:00 P.M. EST**

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

Conference Call Information
International Dial-in: +1-303-928-2600
U.S. Dial-in: 1-888-742-8686
Conference ID: 7083945

Tuesday, February 28, 2006

3:00 – 3:05	Roll Call	Johnson
3:05 – 3:06	Approval of Agenda, February 28, 2006	PDF-UA 2006-106
3:06 – 3:10	Approval of Minutes, February 14, 2006	PDF-UA 2006-105
3:10 – 3:15	Report on previous meetings Action Items	Johnson
3:15 – 3:30	Discuss drafting the “shell” of the PDF/UA spec, and the process for filling it	
3:30 – 3:45	Discuss and decide on required sectional headings for the spec	
3:45 – 4:30	Update and conclude the discussion of Tables for now – assign authoring of draft text and alternatives (NOTE: This is NOT intended to be conclusive, but instead, shall serve as a way to better organize and assign our work)	
4:30 – 4:45	Discuss / assign subcommittees	
4:45 – 4:55	Create and assign new action items specific to the conclusions developed	
4:55 – 5:00	Wrap up and schedule next meeting	Johnson