



ITRC Methane Team Meeting
New Orleans, Louisiana
March 27th -29th 2017
InterContinental New Orleans
444 St Charles Ave,
New Orleans, LA 70130
Tel: (504) 525-5566
www.icneworleans.com

Draft Agenda:

Meeting Objectives:

- An agreed upon conceptual idea of the appearance of web-based document (review ITRC on-line document examples). **Please review docs at links before arrival: *GeoStats Doc* (at: <http://gro-1.itrcweb.org/>) and *Mine Waste Doc* (at: <http://www.itrcweb.org/miningwaste-guidance/>)**
- Agreement between Regulation, Technologies/Evaluation, and Case Studies sections on key elements for coordination and support of each other's sections
- Agreement on a well-annotated final outline of the document
- Section group writing breakouts to coordinate together and produce enhanced draft sections texts

Team Co-Leaders: Lisa Dorman - Pennsylvania, Tim Taylor - Colorado

Program Advisor: Susan Schow - Schow Consulting

Equipment: Screen, Flip Charts

Room: Crescent Rounds

All times below are listed in local New Orleans (Central) time

Monday March 27th 2017

7:00 am	Breakfast	On Your Own
8:00 am	Methane Team Meeting - Room – <i>Acadian Rooms I & II</i>	Presenter:
8:00 am	Welcome, Brief Introductions, Ice Breaker, Review of Meeting Agenda, Overview ITRC Process/ Major Deliverable Deadlines: Internal Draft Review = Sept 1st and External Draft Review = Nov 3rd	Susan, Lisa, Tim
9:00 am	Conceptual Design of Methane Tech Reg Document: Review Several On-Line Tech. Regs for Likes and Dislikes GeoStats Doc at: (http://gro-1.itrcweb.org/) and Mine Waste Doc (at: http://www.itrcweb.org/miningwaste-guidance/)	Lisa, Tim, Susan, Members
10:00 am	Break	
	Conceptual Design of Methane Tech Reg Document: Review Several On-Line Tech Reg Docs for Likes and Dislikes (Cont.)	Lisa, Tim, Susan
12:00 pm	Lunch	On your own
1:00 pm	Review of Methane Tech Reg Document and Coordination Between Sections	Lisa, Tim, Susan, and Section Leads
3:00 pm	Break	On your own
3:15 pm	Review of Methane Tech Reg Document and Coordination Between Sections (Cont.)	Lisa, Tim, Susan,
4:00 pm	Follow-up Discussions and Planning for Section Group Writing Breakouts Including Assignments and Deadlines to Accomplish Major Deliverable Goals	Lisa, Tim, Susan, Members
4:45 pm	Regroup to Calibrate Progress and Review Agenda for Day 2	Lisa, Tim, Susan
5:00 pm	Adjourn	
6:30 pm	Team Dinner - TBD	Meet in the lobby



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Tuesday March 28th 2017		
7:00 am	Breakfast	On Your Own
8:00 am	Ice Breaker, Recap Yesterday Progress, Review of Today's Agenda	Susan, Lisa, Tim
8:45 am	Section Group Writing Breakouts: Edit Text/ Write Text. Case Studies and Regulations Members Possibly Participate with Technologies/Evaluation Section for Coordination.	Members
10:00 am	Break	
10:15 am	Section Group Writing Breakouts: Edit Text/ Write Text – Specific to Section's Needs Including Web-based Format	Members
12:00 pm	Lunch	On your own
1:00 pm	Yankee Swap!	Susan
1:30 pm	Quick Regroup/ Section Group Writing Breakouts: Edit Text/ Write Text – Specific to Section's Needs Including Web-based Format (Cont.)	Members
3:00 pm	Break	
3:15 pm	Section Group Writing Breakouts: Edit Text/ Write Text – Specific to Section's Needs Including Web-based Format (Cont.)	Members
4:00 pm	Regroup – Review Major Deadlines with Section-Specific Plan for Meeting Goals for Deadlines (Sept 1 st and Nov 3 rd). When/Where to Hold Fall Team Mtg. (Sept, Oct)	Lisa, Tim, Susan
5:00 pm	Adjourn	
5:00 pm – 7:00 pm	Reception	All ITRC Team Members

Wednesday March 29th 2017		
7:00 am	Breakfast	Provided by ITRC
8:00 am	ITRC Plenary Session	All ITRC Team Members
10:00 am	Adjourn	Travel home