TTWG Meeting
April 9, 2012
Draft Agenda

1) Review of SRRTTF Decisions and path forward

2) Administrative Activities Discussion
   a. Personnel
   b. Tasks to be managed
      • Meeting Notices (Brochure)
      • Registration (Attendees and Payment)
      • Speaker Logistics (Registration, Travel Arrangements, AV needs)
      • SRRTTF Web site tasks (Meeting Notice, Brochure, Registration, Post Meeting Materials)
      • Catering and Food (Catering Agreement, Menu, Headcount, Dates, Payment)
      • Sponsorship Recognition
   c. Assignments for Admin Activities group (task responsibilities, schedule)

3) Lagniappe Sessions: Finalize Agenda

4) Update on Speaker Contacts

5) Brainstorming Sessions: Identify how these will be structured and facilitated