Agenda
METADATA DICTIONARY FOR PUBLIC BROADCASTING
CORE WORKING GROUP MEETING
Crystal City Marriott
Arlington, VA
September 12-13, 2002

<u>*Thursday, September 12, 2002*</u>

8:30-9:00   Continental Breakfast

9:00-9:15   Welcome and Introductions; Review Purpose and Agenda

9:15-9:30   Now and Later: Phase 2 and Subsequent Phases
                 Alison White and Marcia Brooks review the tasks assigned to each of the
                 teams (User Requirements, Dictionary Review) in Phase 2, and forecast
                 what subsequent phases of the project might entail and the timetable for
                 them.

9:30-10:15   Putting Our Work in Context
                 Dave MacCarn et al offer an overview of other standards activities and
                 digital archives initiatives.

10:15-10:30   Break

10:30-11:00   Report from the User Requirements Team
                 Tim Olson elaborates on the use case scenario report to be distributed.

11:00-12:30   Report from the Dictionary Review Team
                 A summary by Paul Burrows of the work accomplished, capped by
                 preliminary recommendations to the Working Group.

12:30-1:45   Working Lunch
                 Assignment: identify the priorities for further discussion and action.

1:45-2:30   Discussion and Breakout Group Assignments
                 Priorities are agreed upon and assigned to one, two, or all three of the
                 breakout groups organized to carry the work forward.

2:30-4:30   Breakout Groups Meet
                 Address the priorities identified, building on the work of the two teams,
                 with particular emphasis on refining and advancing the work of the
                 Dictionary Review team.

4:30-5:00   Wrap-up and Preview Day Two

5:00-5:30   Special Session
Meet with the designated spokespeople from the breakout groups to anticipate the presentations they will make in the morning.

7:00   Dinner (optional)

Friday, September 13, 2002

8:00-9:00   Continental Breakfast

8:00-9:00   Presentation Preview
The spokespeople preview the presentations they will make with their three breakout groups.

9:00-9:15   Logistical Information and Other Business

9:15-10:45   Working Group Reports
Focused reports on the three breakout groups, prepared and delivered by the spokesperson for each group.

10:45-11:15 Break

11:15-12:30 Testing Our Consensus
Articulating the agreement achieved within the Metadata Dictionary Core Working Group.

12:30-1:30   Lunch

1:30-2:45   Commitment to Participation … and the Work Ahead
A conversation with Q&A about the scope of commitment, and the recognition participants can expect, as we anticipate what remains to be done, when it might be undertaken, and who will do it.

2:45-3:00   Closing Comments