## Chesapeake Bay Program STAR Action Team for Toxic Contaminants Report

## Agenda for February 22, 2012; 10:30 – 3:00

## Chesapeake Bay Program Office Fish Shack <http://www.chesapeakebay.net/directions>

Conference Line: (866) 299-3188/Code - 4102675731

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| **Agenda Item** **and Desired Outcome (Lead)** | Time | Minutes and Outcomes from Each Session  |
| **Introductions and Opening Remarks** | 10:30 – 10:45 |  |
| 1. Brief review of the October workshop and progress made since the meeting (Greg)
 | 10:45 – 11:00 |  |
| 1. Review the draft workplan ( Scott)
* Walk through the content; mark for revision as necessary
* Review timeline
 | 11:00 – 11:30 |  |
| 1. Review and discuss the draft report outline and writing assignments (Scott, Greg)
 | 11:30 – 12:30 |  |
| **Lunch** | 12:30 – 1:00 |  |
| 1. Review the content assembled to this point from the state integrated assessment reports (Melanie Culp)
 | 1:00 – 1:45 |  |
| 1. Report-out from any other lead writers that have begun to assemble or consider content (Authors listed on outline)
 | 1:45 – 2:30 |  |
| 1. Timeline revisions, outline revisions, next steps, next meeting (Greg, Scott)
 | 2:30 – 3:00 |   |
| **Adjourn**  |  |  |

Other materials:

* Action Team Workplan (includes draft report outline)
* Preliminary Chapter Draft
* Minutes from October workshop