Schedule
(All times listed are US Eastern Times, EST)

Greenwich time (UK) = EST + 5h,   Melbourne (AU) = EST – 10h + 1d = UK + 9h

Mountain Standard Time ST = EST - 2h,   Pacific Standard Time ST = EST - 3h,

Times listed in italic bold (e.g., ***8:30 a.m.*** below) indicate the meeting time of the entire team.

<u>Monday, June 15</u>

8:30 a.m. – East Coast and UK plenary meeting

- Welcome & Overview of Teams: <u>10 minutes</u>
- W.L. Gore & Associates: Problem presentation

9:15 – 9:30 a.m. – Break

9:30 – 11:15 a.m. – General discussion

- Brief overview of other online tools.
- Entire group discusses plan of attack and tentatively splits into sub-groups.

11:15 – 11:30 am – Break

11:30 a.m. – 12:15 p.m. – General team meeting. West Coast joins.

- A <u>5-minute</u> presentation (followed by 3 minutes of clarifying questions) from each sub-group of what will be working on for the rest of the day, .
- West Coast people deliberate which subgroups they join; a decision is due by 1:15 p.m.

12:15 – 1:15 – Lunch for EST; UK people may leave for the day or stay.

1:15 – 4:15 – Each sub-group works on its own schedule.

4:15 p.m. – Each sub-group meets on their own and prepares a brief mini-report of progress so far.

5:00 – 5:30 p.m. – General meeting of the entire team; a <u>5-minute</u> presentation by each sub-group.

- **Each sub-group deposits its end-of-day progress mini-report online.**

5:30 p.m. – Day officially ends for East Coast people. Volunteers are welcome to stay and work with West Coast people. Melbourne participant may join them around 7 p.m.

8 – 9 p.m. – Official end of day for West Coast people. **Any progress needs to be reflected in the End-of-day progress mini-report**.

Tuesday, June 16 and Wednesday, June 17

Before 8 a.m. (~ 9:30 a.m. Greenwich time) – UK people work on their respective sub-groups' problems.

8:30 – 9:30 a.m. – General meeting of the UK and East Coast people from the entire team.

- UK people update the team on progress they have made since the previous day.
- Each sub-group may briefly present a plan of what they will begin working on.

9:30 – 11:30 a.m. – Each sub-group works on its own schedule.

11:30 – 12:15 p.m. – General team meeting. West Coast people join.

- A <u>5-minute</u> summary from each sub-group (to update West Coast people).

12:15 – 4:30 p.m. – Each sub-group works on its own schedule.

4:15 p.m. – Each sub-group meets on its own and prepares a brief mini-report of progress so far.

5:00 – 5:30 p.m. – General meeting of the entire team a <u>5-minute</u> presentation by each sub-group.

- **Each sub-group deposits its end-of-day progress mini-report online.**

5:30 p.m. – Day officially ends for East Coast people. Volunteers stay late and work with West Coast people. Melbourne participant may join one of the subgroups around 7 p.m.

8 – 9 p.m. – Official end of day for West Coast people. **Any progress needs to be reflected in the End-of-day progress mini-report**.

Thursday, June 18

8:30 – 9:30 a.m. – General meeting of the UK and East Coast people from the entire team.

- UK people update the team on progress they have made since the previous day.
- Each sub-group briefly says what they plan to do in the remaining few hours of the workshop.

9:30 – 11:30 a.m. – Each sub-group works on its own schedule.

11:30 – 12:15 p.m. – General team meeting. West Coast people join.

- A <u>5-minute</u> summary from each sub-group (to update West Coast people).

12:15 – 3:00 p.m. – Each sub-group works on finishing their final presentation.

3:00 – 4:00 p.m. – Final general meeting.

- Each subgroup delivers a 10-15 minute presentation.
- Coleman Balls.
- Workshop ends.