

Day 1 (all times in Eastern Time Zone)

Start	End	Activity	POC
08:00	08:45	Reception and badging	DOE
08:45	09:00	Welcome and meeting objectives / expectations / time horizon for research activities (targets)	Erika Sutherland, Sunita Satyapal
09:00	10:00	Polymer/elastomer and composite material science: key issues, knowledge gaps, R&D/testing data needs (40 min speaking, 20 min Q&A)	Kevin Simmons
10:00	10:30	Codes and standards requirements – SAE J2579, SAE J2601: knowledge gaps, R&D data/testing needs	Mike Veenstra
10:30	11:00	Break	
11:00	11:30	Codes and standards requirements –CSA HGV 4, ASME X and B31: knowledge gaps, R&D data/testing needs	Aaron Harris
11:30	12:00	Polymer/elastomer Draft R&D Work Plan ideas / Describe the plan for the afternoon / Describe break-out group framing questions and roadmap template and content	Chris Moen
12:00	13:30	Lunch	DOE Cafeteria
13:30	15:30	Identify polymer and composite material issues, knowledge gaps, and R&D/testing data needs, focusing on a different part of the vehicle and delivery system, loosely delineated by a standard.	Three assigned break-out groups with facilitators
15:30	16:00	Break	
16:00	17:00	Break-out groups reconvene and refine polymer and composite issues and prepare written outline of work plan items (one flip-chart sheet per item); flip-chart pages due to meeting planners by end of first day for use on second day	Three assigned break-out groups with facilitators: Veenstra, Sutherland, Harris
17:00	17:15	Close-out for day 1	DOE/SNL
		Adjourn; no-host, group dinner	

Day 2 (all times in Eastern Time Zone)

Start	End	Activity	POC
08:30	10:00	Each break-out group provides report-out of their R&D Work Plan items: key issues, gaps, resources, timing; group Q&A; introduce balloting exercise for group to collectively assess and select topics for further discussion and analysis	Breakout session chairs Facilitators
10:00	10:30	Balloting + break	
10:30	11:30	Results of balloting; Group selects sub-set of priority issues that will proposed for Tech Team R&D Roadmaps	Chris Moen
11:30	12:30	Lunch	DOE cafeteria
12:30	14:00	Create the R&D Work Plan – divide up the topics and assign to new self-assembled break-out groups; address Roadmap framing questions	New break-out groups
14:00	14:30	Meeting close-out, action items	DOE
14:30		Adjourn	