1. CALL TO ORDER AND INTRODUCTIONS

2. APPROVAL OF MINUTES

3. MEMBERSHIP:
   3.1. Sign attendance sheets, and check for correct coordinates – correction on ACI website.

4. TEC NOTE DISCUSSION
   4.1 ACI Format of Tech Note
   4.2 Discussion of draft outline and assignments
   4.3 Discussion of reference collection
   4.4 Additional Content – Open discussion

5. OLD BUSINESS

6. NEW BUSINESS

7. ADJOURN: