

Memo

To: L. Sutter, D. Harris, R. Shuchman, C. Brooks, J. Burns, R. Wallace

From: T. Ahlborn

CC: P. Hannon

Date: March 31, 2010

Technical Memorandum Number: 02

Re: TAC Meeting

We anticipate our first TAC meeting to be May 19-20, 2010 at the MTRI offices in Ann Arbor MI. This location will allow for easier travel for our council members than traveling to our Houghton campus.

There are currently thirteen seats on the TAC. While several key stakeholders have been invited to join the TAC, the final list of attendees will be distributed after we receive confirmation from each council member.

An agenda is currently being developed. We anticipate beginning the meeting on Wednesday evening with a short social, followed by a full a day of activities on Thursday and adjourning so that council members can travel back that evening. Details of the agenda will be discussed in our upcoming bi-weekly team conference call.