



AIRPORT FUTURES

CHARTING A COURSE FOR PDX

REPORT WRITING GROUP MEETING

Wednesday, March 3 6 - 8:30 pm
Port of Portland, 121 NW 2nd Avenue
Conference Room 1 South

AGENDA

- 1) Welcome and Introductions – Sam Imperati

- 2) Purpose of Meeting: High Level Initial Review – Sam Imperati
– No Wordsmithing or Fighting Over the Font Selection, Please!

- 3) Review Questions - All
 - a. What Topics are Missing?
 - b. What Topics are Unnecessary?
 - c. What Topics Need More Detail?
 - d. What Topics Need Less Detail?
 - e. Identify Any Inaccuracies for Further Discussion?
 - (There is arguably one glaring error – be the first to find it and win a prize!)

- 4) Next Steps in Report Writing Process – Sam Imperati
 - a. Next Meeting: Tues., 3/9, 6 - 8:30 pm at Port, 1 South