MC meeting
10 Jan 2017

* Annual planning meeting
	+ Jess has large print outs of drawings that artist has been working on for the new proposal, but now needs input on what information will go on the diagrams
		- People can write on the drawings what they study at each scale to help determine the final draft
		- Drawings represent geographic and ecological scale. What other scales or gradients could be included in the diagrams?
* Site review
	+ Site review group almost finalized. Waiting on confirmation from one person.
		- Based on reviewers, we should be sure to talk about nitrogen and how our work fits into work being done at Harvard Forest and Hubbard Brook
		- Person from DGA should stay in San Juan and interact with people there. May be useful to come down a few days early or stay later so Jess can be more involved
	+ Posters
		- Only around 7 posters confirmed at time of meeting. Need to push harder for people to participate
	+ Field tour
		- Thursday discussion at planning meeting will help brainstorm main points that should be presented at each stop on the tour
			* Combination of laminated powerpoint slides (3-5 per stop) and large posters in the field will be presented
			* May want to talk about questions each experiment answers rather than which hypothesis it fits into
			* Emphasize long-term datasets and context of other things happening in the tropics
		- Booklet for reviewers
			* Should be finished by 1st week in March
			* Use of annual reports to provide key information
				+ **Look at annual report from 2015 and provide feedback to Jess**
			* Identify publications from datasets longer than 10 years in the booklet (and possibly on LUQ website)
				+ Parse bibliography in an informative way rather than just a list of publications
		- Summary talk at end of review to stress the integration of all parts
		- Include a talk about the history of the forest by Grizelle or Lugo? Need to find where it would fit into the agenda
		- Where/when should education talks be? El Portal, Sabana?
		- Nametags during site review
			* May consider some indication on name tags illustrating areas that people study