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