

Schedule

(All times listed are US Eastern Times, EST)

Greenwich time (UK) = EST + 5h,
Central Standard Time = EST - 1h,

Melbourne (AU) = EST + 14h = UK + 9h
Pacific Standard Time ST = EST - 3h,

Times listed in italic bold (e.g., **9:00 a.m.**) indicate meeting times of the entire MPI team.

Monday, June 14

9:00 a.m. – Opening meeting

- Welcome Notes: 15 minutes
- Brief overview of online tools (mostly MS Teams) by MPI general Chair.

9:45 – 10:00 a.m. – Break

10:00 a.m. – around 11:25 a.m. – Problem presentation by companies (20 minutes per presentation + 5 minutes for questions; longer questions are to be asked in the afternoon sessions)

- Vironix Health
- Resource Systems Group
- W.L. Gore & Associates

11:30 a.m. – 12:20 p.m. – Groups meet in their individual meeting rooms to discuss their problem

- Meetings will not be centrally scheduled during this time, since people can start a meeting in any MS Teams's channel on their own.

12:20 – 1:30 p.m. – Lunch for EST. If schedules of the UK people allow, it would be advisable that they stay for an hour or so after the EST lunch to decide on the general directions along which their group's problem will be approached.

1:30 – 5:30 p.m. – Each of the three groups works on its own schedule, identifying sub-groups as needed.

- Meetings will not be centrally scheduled during this time, since people can start a meeting in any MS Teams's channel on their own.
- It is expected that by 5:30 p.m., group representatives will inform the general Chair of what sub-groups will have been formed. The Chair will then rename MS Teams's channels to reflect the focus of each sub-group.

3:00 – 3:30 p.m. – Virtual "coffee break" (by popular request from 2020 participants)

- This time will be entered in everyone's online Calendar, so people can meet and socialize online.

5:30 p.m. – Day officially ends for East Coast people. **Subgroups should post a summary of their progress in MS Teams so that the following morning, the UK people know what has transpired.**

Volunteers are welcome to stay and work with West Coast people. Melbourne participant may join group 1 around 7 p.m. (EST).

8 – 9 p.m. – Official end of day for West Coast people. **Any progress needs to be reflected in an updated (compared to 5:30 pm) end-of-day progress report.**

Tuesday, June 15 through Thursday, June 17

Before 9 a.m. (2 p.m. Greenwich time) – UK people work on their respective sub-groups' problems.

9:00 – 11:30 a.m. – Each of the three groups works on its own schedule, including preparation of a summary presentation, typically by graduate students, at the 11:30 a.m. general team meeting (see below).

- Meetings will not be centrally scheduled during this time, since people can start a meeting in any MS Teams's channel on their own.

11:30 a.m. – 12:30 p.m. – General team meeting.

- Each group delivers a 10-minute summary (composed of summaries by the group's subgroups).
- Each group's presentation is followed by a 10-minute discussion (to keep the total time per group tightly within 20 minutes). The goal of these discussions is to familiarize the entire team with the group's progress and solicit feedback from other groups' members. More in-depth discussions of the issues raised at these brief 10-minute discussions can follow outside of the general meeting.
- *Traditionally, such summaries at MPI have been delivered by graduate students, and sub-groups are encouraged to follow this tradition.*

12:30 – 1:30 – Lunch for EST; UK people may leave for the day or stay.

1:30 – 5:30 p.m. – Each of the three groups works on its own schedule.

- Meetings will not be centrally scheduled during this time, since people can start a meeting in any MS Teams's channel on their own.

3:00 – 3:30 p.m. – Virtual "coffee break"

3:30 - ~5 p.m. **on Tuesday, June 15, only:** Industry – graduate students panel.

Industry representatives will share their experience and expectations with students; this will be followed by a Q&A session. Everyone is welcome to attend.

5:30 p.m. – Day officially ends for East Coast people. **Subgroups should post a summary of their progress in MS Teams so that the following morning, the UK people know what has transpired.**

Volunteers are welcome to stay and work with West Coast people. Melbourne participant may join group 1 around 7 p.m. (EST).

8 – 9 p.m. – Official end of day for West Coast people. **Any progress needs to be reflected in an updated (compared to 5:30 pm) end-of-day progress report.**

Friday, June 18

11:00 a.m. – 1:00 p.m. – General team meeting.

- Each group delivers a 30 minute presentation, followed by a 5-minute discussion.
 - o Vironix Health
 - o Resource Systems Group
 - o W.L. Gore & Associates
- Coleman Balls
- Workshop ends