

**OPAS Motivate Workgroup
Kick-off Meeting – March 1, 2007
8:00 am – 1:00 pm**

The first meeting of the OPAS Motivate Workgroup will be on Thursday, March 1 at PSU from 8:00 to 1:00.

Location: Fariborz Maseeh Engineering Building, 1930 SW Fourth, Portland Oregon

Parking: Underneath the Building – enter from 4th at the extreme S corner of the building. Bring your ticket with you – we'll validate! Come up the elevator and you will be in the Computer Science Building next door. Turn right out of the elevator, go through the lobby and turn left (South) – it's the tall building with the arcing metal sculpture in the front.

Room: We'll be in the Conference Room at the back in Suite EB 500 (Dean's office)

Food: I'm arranging for a light continental breakfast, with juice, coffee, tea, fruit and minipastries. For lunch, we've got some boxed lunches with an assortment of salads and sandwiches. Please let me know if you have a preference and if you have any dietary requirements such as no dairy, vegetarian, or vegan.

Phone: At this time, I'm not aware of a need for a phone bridge. If you want to call in, please let me know ASAP, thanks.

Agenda: Will be distributed on or shortly after Friday, February 23.

RSVP: I need to get the final headcount to the caterer by Monday, February 26 – please let me know if you are coming, and if you have any dietary needs/preferences by **NOON on Monday February 26.**