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**PRAMP Technical Working Group**

June 5th 2018: 9:00am – 12:00pm

**In Person:** Sawridge Inn & Conference Centre - 9510 100 St, Peace River

**Teleconference:** 1 866 850-3419 Code: 366 952 7735 #

**Chairs:** Michael Bisaga & Lily Lin

| **Time** |  | **Discussion** | **Discussion Leader** | **Desired Endpoint** |
| --- | --- | --- | --- | --- |
|  | 1.0 | Opening |  |  |
| 9:00 | 1.1 | Introductions | All |  |
|  | 1.2 | Adoption of Agenda | Mike B. |  |
|  | 1.3 | Adoption of Minutes (January 18, 2018) | Mike B. |  |
|  | 1.4 | Follow-up on action list | Mike B. |  |
|  | **2.0** | **Standing Business** |  |  |
| 9:05 | 2.1 | **Administration**   * Update on planning for 2018-19, contracts * WBEA information sharing visit | Mike B.,  Karla | * Update the TWG on medium and long-term technical planning * Provide and overview of the WBEA field operations center visit |
| 9:35 | 2.2 | **Canister Sampling Program**   * Update on canister system improvements, operator training * Canister trigger review, methane-based triggers | Mike B.,  Lily,  Maxxam Staff | * Update the TWG on canister program * ***Decision:*** Canister trigger concentration |
| 10:15 | 2.3 | **Continuous Monitoring Program**   * Dashboard Report Review (March, April) * Review operations issues * Data acquisition and control system update, network improvements * Portable station deployment planning * Annual report draft overview | Mike B.,  Lily,  Maxxam Staff | * Collectively review Dashboard Reports, operations issues, monitoring results. |
| 11:00 | 2.4 | **Passive Monitoring Program** | Mike B.,  Lily,  Maxxam Staff | * Update the TWG on plans to integrate the PRC monitoring program into the PRAMP network. |
|  | **3.0** | **Closure** |  |  |
| 11:30 | 3.1 | **Focus:** *What happens during the daily automatic instrument test? Understanding what a zero-span check is.* | Maxxam Staff | * Improve collective understanding of components of the quality assurance plan. |
| 11:45 | 3.2 | **Round table** | All |  |
| 11:55 | 3.3 | **Next Meeting: TBD (Sept 27, 2018)** |  |  |
| 12:00 | 3.4 | **Adjournment** | Mike B. |  |