

**Workshop on Multiphase Flow Research
National Energy Technology Laboratory
Morgantown, WV, June 6-7, 2006**

To do list

Task	Who	Date	Status
Premeeting			
Revise track description as necessary	Track Chairs	April	
Make plans for the track breakout sessions	Track Chairs	April	
Invite participants to submit the required material on a timely manner	Track Chairs	April	
Seek additional ideas from people who are not attending the meeting	Track Chairs	April	
Submit two-page write up on important research problems and identify areas where they can contribute	All	April 14	
Comment on the documents posted on the website	All	April 28	
Assemble all the submissions and group them into main challenges	Track chairs	May 5	
Prepare a 20-minute presentation based on the submissions and post the presentation on the web site	Track chairs	May 12	
Comment on the posted presentations	All	May 30	
Workshop			
Participate in discussions, provide workshop feedback	All	June 6-7	
Lead discussions, record and summarize discussions, and give action items to participants	Track chairs	June 6-7	
PostMeeting			
Collect information from workshop participants and post a draft report on the website	Track chairs	July 7	
Comment on the draft reports posted on the website	All	July 21	
Actively seek feedback from the workshop participants and other experts	Track chairs	July	
Write executive summary	Workshop chair	August 1	
Submit the final report	Track chairs	August 4	