

SAFETY

Begin meeting with a quick safety moment. Discuss a workplace safety tip or how to evacuate in case of an emergency.

PURPOSE

The overall objective of the meeting should be clear and noted on the agenda.

AGENDA

The agenda should include what is to be covered, who is responsible and how long each item will require.

CULTURE

FNI Values, Freese and Nichols LEADS, should be modeled as the meeting is conducted.

EXPECTATIONS

The expectations of the participants should be discussed, noted and reviewed for closure.

ROLES

The roles of facilitator, scribe, minute taker, time keeper, and technology liaison should be clarified at the beginning of the meeting.

REMINDERS

- Turn off electronics
- Start on time / End 5 minutes early
- Send out agenda/ materials early
- Open discussion at the end.

MEETING:

Project Kick-Off Meeting

PROJECT NAME:

Seabrook Livable Center Study

LOCATION:

Link: [Join Microsoft Teams Meeting](#)

DATE OF MEETING:

November 18, 2020

TIME:

2:00 pm – 3:30 pm

AGENDA

TOPIC

WHO

TIME

- | TOPIC | WHO | TIME |
|--|------------------------|---------------------|
| 1. Introductions | FNI | 10 Min
2:00-2:10 |
| 2. Review Key Personnel/Roles and Communication <ul style="list-style-type: none"> • Key Contacts - The Planning Team <ul style="list-style-type: none"> ○ Shad Comeaux – Project Manager • Key Contacts - City Staff <ul style="list-style-type: none"> ○ Paul Chavez • Key Contacts - H-GAC <ul style="list-style-type: none"> ○ Anita Hollmann | FNI/Seabrook/
H-GAC | 10 Min
2:10-2:20 |
| 3. Livable Center Study Overview <ul style="list-style-type: none"> • Review Scope, Project Tasks, and Schedule • Meetings and Communication • Review Management/Public Engagement Plan <ul style="list-style-type: none"> ○ Community Survey and Project Website | FNI | 30 Min
2:20-2:50 |
| 4. Project Discovery <ul style="list-style-type: none"> • Data Request (sending soon) • Study Area and Issue Identification • Project Expectations/ Priorities | FNI/Seabrook/
H-GAC | 30 Min
2:50-3:20 |
| 5. Next Steps <ul style="list-style-type: none"> • Execute sub agreements • Prepare Existing Conditions Analysis • Prepare for Stakeholder Advisory Committee Meeting #1 | FNI | 10 Min
3:20-3:30 |

