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# Meeting Agenda

## Jackson County TSP Update

### Kick-off Meeting

Wednesday, January 28<sup>th</sup>, 2015 – 9:30 to 11:30 a.m.

Jackson County Roads – 200 Antelope Road, White City, OR 97503 – Conference Room A

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**Meeting Organizer:** Mike Kuntz, County Project Manager

**Invited:** Mike Kuntz, Craig Anderson, Jenna Stanke, John Vial, Kelly Madding, Alexandra Coates, Susan Wright, Matt Bell, Darci Rudzinski

**Meeting Purpose:** The purpose of the Kick-off Meeting is to provide a general overview of the project, discuss the project schedule and initial work tasks on Tech Memos 1 and 2, and to answer any questions about project scope.

**Agenda:**

1. Introductions, Roles/Responsibilities (Mike/Susie – 10 minutes)
2. Project Objectives (Mike – 10 minutes)
3. Project Overview (Susan – 30 minutes)
  - a. Major Tasks/Deliverables
  - b. Meetings/Milestones
  - c. Schedule
4. CAC/TAC Roster (Mike – 5 minutes)
5. Tech Memo 1: Goals and Objectives, Policy Review, and Financial Funding Forecast (Susan/Darci - 15 minutes)
6. Tech Memo 2: System Inventory (20 minutes)
7. General Discussion (Open Discussion – 20 minutes)
8. Next Steps (Susan - 10 minutes)