

## 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.

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## REMINDERS

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

<b>MEETING:</b>	Staff Team Status Mtg.
<b>DATE OF MEETING:</b>	March 31, 2021
<b>MEETING LINK:</b>	<a href="#">Join Microsoft Teams Meeting</a>
<b>TIME:</b>	2:00 p.m.
<b>MEETING ORGANIZER:</b>	Shad Comeaux
<b>AGENDA</b>	
<b>TOPIC</b>	
<ol style="list-style-type: none"> <li>1. Project Status/Update                             <ol style="list-style-type: none"> <li>a. Community survey launched; 294 responses received as of 3/31                                     <ol style="list-style-type: none"> <li>i. Survey closes on April 23<sup>rd</sup></li> </ol> </li> <li>b. Discuss logistics for Easter Excursion</li> <li>c. Discuss logistics for Community Meeting #1</li> <li>d. On schedule</li> </ol> </li> </ol>	
<ol style="list-style-type: none"> <li>2. Schedule and Task Review                             <ol style="list-style-type: none"> <li>a. April                                     <ol style="list-style-type: none"> <li>i. Easter Excursion Input Event – April 3<sup>rd</sup>, 9:30 AM – Noon   <ol style="list-style-type: none"> <li>1. Key Objectives:   <ol style="list-style-type: none"> <li>a. Receive Community Input</li> </ol> </li> <li>ii. Community Meeting #1 – April 13<sup>th</sup> at 6:00 PM   <ol style="list-style-type: none"> <li>1. Key Objectives:   <ol style="list-style-type: none"> <li>a. Project overview</li> <li>b. Promote survey/website</li> </ol> </li> </ol> </li> <li>b. May                                     <ol style="list-style-type: none"> <li>i. SAC Meeting #2 – May 11<sup>th</sup> at 6:00 PM   <ol style="list-style-type: none"> <li>1. Key Objectives:   <ol style="list-style-type: none"> <li>a. Present survey results</li> <li>b. Present summary of market assessment</li> <li>c. Present existing condition analysis</li> </ol> </li> </ol> </li> </ol> </li> </ol> </li> </ol> </li></ol></li></ol>	
<ol style="list-style-type: none"> <li>3. Action Items                             <ol style="list-style-type: none"> <li>a. Finalize meeting materials for Community Meeting #1.</li> <li>b. Summarize community survey after it closes on April 23<sup>rd</sup>.</li> <li>c. Prepare presentation and other exhibits for SAC Meeting #2.</li> </ol> </li> </ol>	
<ol style="list-style-type: none"> <li>4. Next Meetings: April 14, 2021; 2:00 p.m.                             <ol style="list-style-type: none"> <li>a. April 28, 2021</li> <li>b. May 12, 2021</li> </ol> </li> </ol>	

