** Meeting Agenda: GRP Summit**

**February 21, 2017**

**10:00 AM to 3:00 PM**

**OSPR Headquarters, 1700 K Street, Sacramento**

**West Texas Conference Room, 2nd Floor**

**Meeting Objectives:** Develop a strategy to convene and implement GRP Subcommittee’s for each priority GRP; walk through the draft Table of Contents and Template to refine the document content and organization as well as make determinations on division of work; develop milestones for moving forward with document development including review and commenting on draft and final products.

**Additional Resources:** Draft GRP Table of Contents (emailed February 3, 2017)

**Facilitator:** Anna Burkholder

**Lunch:** We will stop to have lunch and take a brain break; we can also take a couple of 10 minute breaks along the way.

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| Agenda Items | | | |
| **Item #** | **Topic** | **Scheduled Time** | **Notes** |
| 1 | GRP Subcommittee’s:   * Contact Lists and Reaching Out * Meeting Facilitation * Timing to Implement Subcommittee Meetings | 10:00 – 11:30 AM |  |
| 2 | Table of Contents and Template Walk-Through:   * Organization and Content * Division of Work | 11:30 AM – 1:30 PM \*Includes Lunch Break |  |
| 3 | Developing Timeframes and Milestones:   * Data Collection * Information Gathering * GIS Maps * Producing Detail Sheets * Document Section Writing * Review | 1:30 PM – 2:45 PM |  |
| 4 | Review of Parking Lot Items  Review of Action Items  Meeting Adjournment | 2:45 – 3:00 PM |  |

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| Action Items | | | | |
| Item # | Description | Date Assigned | Owner | Target Completion Date |
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