** 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 ItemsReview of Action ItemsMeeting Adjournment | 2:45 – 3:00 PM |   |

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