

Oversight Team

MEETING DATE: September 27, 2006

MEETING TIME: 2:30-4:30

VENUE: Mid Willamette Valley COG, 105 High Street S.E., Main Conference Room

Meeting Objectives:

- Establish shared understanding of project background, scope and goals
- Establish shared understanding of Oversight Team role and responsibilities
- Adopt Decision Process and Structure for the project
- Adopt operating protocols for working together as a team

TIME	ACTION	AGENDA TOPIC	PRESENTER
2:30		Welcome	Dan Fricke/ ODOT Project Manager Julie Warncke/ City of Salem Project Manager
2:35	Discussion Item	Introductions <ul style="list-style-type: none"> • Team Members (self introductions) • Agenda Review • Identification of Expectations/Issues to be Resolved 	Marcy Schwartz/ Facilitator
3:00	Information Item	Project Overview <ul style="list-style-type: none"> • Background • Decision Process and Structure (handout) 	Dave Simmons/ CH2M HILL HILL Project Manager
3:30	Action Item	Agree on OT Operating Protocols <ul style="list-style-type: none"> • Meeting Logistics • Decision Making • Membership Changes/Substitutions • External Communications • Other 	

3:50	Action Item	Agree on Decision Process and Structure	
4:20		Public Comment	
4:25		Next Steps <ul style="list-style-type: none">• Summary of Actions• Next Meeting• Other	
4:30		Adjourn	