

City of Pottsboro Comprehensive Plan Project Kickoff Meeting Agenda

Date: Wednesday, September 11, 2024

Location: 528 E FM 120, Pottsboro TX 75076

Time: 2:00 PM

Objective:

The purpose of this meeting is to conduct a review and discussion of the project, with a focus on several key areas including the project scope, schedule, and deliverables. This meeting aims to ensure that all team members are aligned and informed about the project's progress and future plans.

Agenda:

- Introductions
- Review Project Scope
 - Confirm Deliverables
- Review Project Schedule
 - Meeting Schedule
 - Review Tentative Dates
- Advisory and Stakeholder Groups
- Review Data Inventory
- City Priorities (Initial)
 - Open Discussion
- Review Project Website and Social Media Content
- Project Name and Branding
 - Open Discussion
- Communication Protocols
 - Data-sharing
 - Points of contact
- Grant Administration & Reporting Status
 - Open Discussion
- Next Steps
 - Next Meeting Date

Meeting Resources:

- Project Website
- Data Inventory & Advisory/Stakeholder Member List (Draft)
- Survey Questions (Draft)