

## City of Gainesville Comprehensive, Downtown, and Parks & Trails Plans Project Kickoff Meeting Agenda

**Date:** Friday, July 19, 2024

**Location:** 311 S. Weaver Street, Gainesville, TX 76240 (Meeting Room #1)

**Virtual:** [Microsoft Teams](#), Meeting ID 213 222 078 169, Passcode VtGGyr

**Time:** 3:00 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
  - Schedule walking/driving tour
- Advisory and Stakeholder Groups
- Review Data Inventory
- Fiscal Analysis
- Review project website and social media content
- Project name and branding
  - Open discussion
- Communication Protocols
  - Data-sharing
  - Points of contact
- Next Steps
  - Next meeting date

### Meeting Resources:

- Tentative list of stakeholders and advisory committee members
- Project website
- Data inventory
- Survey questions draft