

**From:** [Hill, Shannon](#)  
**To:** [Downtown West Project](#)  
**Subject:** FW: Recorded Presentation for the Community Meeting  
**Date:** Tuesday, October 6, 2020 12:53:47 PM  
**Attachments:** [image001.png](#)

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**From:** Han, James


**Sent:** Thursday, October 1, 2020 3:15 PM

**To:** Severino, Lori <Lori.Severino@sanjoseca.gov>; Sanderfer, Larissa <Larissa.Sanderfer@sanjoseca.gov>; Lapustea, Florin <Florin.Lapustea@sanjoseca.gov>; Khattab, Zahi <Zahi.Khattab@sanjoseca.gov>; Banwait, Manjit <Manjit.Banwait@sanjoseca.gov>; Tom, Vivian <Vivian.Tom@sanjoseca.gov>; Hill, Shannon <Shannon.Hill@sanjoseca.gov>; Keyon, David <david.keyon@sanjoseca.gov>

**Cc:** Rood, Timothy <timothy.rood@sanjoseca.gov>; Tu, John <john.tu@sanjoseca.gov>; Ruano, Jose <Jose.Ruano@sanjoseca.gov>

**Subject:** Recorded Presentation for the Community Meeting

Hi Team,

To help streamline the presentation and provide a face to each department, we would like each department to design a staff to narrate and present their respective slides.  [City Powerpoint for Oct 7.pptx](#) Please limit your presentation to one or two minutes. If you have additional questions on the content please message me.

Please use the link below for instructions on how to record the presentation. You must go to your respective slides and create a recording per each slide. Once you have finished your video please send me the slide by 10/5/2020 at 5 pm the latest. We will discuss more in detail this Friday at 3:30 pm.

<https://support.microsoft.com/en-us/office/record-a-slide-show-with-narration-and-slide-timings-0b9502c6-5f6c-40ae-b1e7-e47d8741161c?ui=en-us&rs=en-us&ad=us>

Thank you,

James Han

Planner | Planning Division | PBCE

City of San José | 200 East Santa Clara Street

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For More Information Please Visit: <http://www.sanjoseca.gov/planning>

San José City Hall is closed in response to COVID-19.

I am working remotely in accord with governor's and City's direction.

I will monitor email during this time.