

From: Severino, Lori
To: Bachman, Mark; Mitchell, Lori; Ogilvie, Michael; Turnipseed, Tammy; Adams-Hapner, Kerry; Ekern, Bill; Klein, Nancy; Bensabente, Julie; Estrada, Hector; Clements, Kristen; Wessling, Cheryl; Keyon, David; Le, Thai-Chau; Tu, John; Chang, Chu; Rood, Timothy; Ruano, Jose; Han, James; Joiner, Lisa; Lin, Jackie; O'Connor, Kevin; Burnham, Nicole; Zsolt, Yves; Mendez, Zacharias; Do, Ryan; Fatolahzadeh, Tala; Heyne, Colin; Madaou, Ramesses; Colten, Ariana; Eidlin, Eric; Lam, Wilson; Lapustea, Florin; Khattab, Zahi; Tom, Vivian; Orbal, Jim; Struyk, Zachary; Bistow, John; Zenk, Jessica; Hill, Shannon; Cisneros, Keila; Provenzano, Jeffrey; Sinclair, Jeff; Horning, Peggy; Brillot, Michael; Hart, Jared; Banwait, Manjit; Phan, Johnny; Zelalich, Blage; DSA Internal; Rivas, Vanessa; Sato-Anderson, Angela
Subject: DSA Coordination - revised agenda
Attachments: All Hands - 030220.pptx
Calendar of Events for March 5 meeting.docx
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Severino, Lori has shared a OneDrive for Business file with you. To view it, click the link below.

All Hands - 030220.pptx <https://sanjoseca-my.sharepoint.com/personal/lori_severino_sanjoseca_gov/Documents/Diridon%20Program%20Management/Meeting%20Agendas%20and%20Notes/All%20Hands%20-%20030220.pptx?web=1>

Google Project Coordination – pulled into separate invite (only needs Planning staff)

Diridon Station Area - Internal Coordination, 2:30-4:30

1. Community Engagement – prep for spring round (required attendees: PMs, rep from each department, Communications staff; optional: everyone else)

- a. Review draft flyer, calendar of events, and staffing needs (sign up reps for March 18th SAAG)
- b. Review materials prepared to date and remaining needs for content – clarify who is doing what by when?
- c. Workshop with remaining time (review handouts, prepare responses to input from last year, mock up boards, fill in the slides, etc.)

Refer to attached powerpoint for an overview of the Spring round of outreach/engagement, as shared at the All Hands meeting on Monday, and to the attached word doc for anticipated staffing needs at each event. Note many of the event details are still TBD – including the date for the City’s Community Meeting. Draft flyer and other materials to be sent separately.