DESIRE LINE

MEETING AGENDA · FICTIONAL EXAMPLE

Riverbend corridor kickoff

PROJECT Riverbend corridor planning study
WHEN November 16, 2026 · 10:00–11:00 a.m. Central
MEETING Online · Facilitator: Desire Line project lead

Agree on the first month of work, confirm the client inputs needed, and establish how stakeholder outreach will be reviewed.

Agenda

Topic and intended result	Lead	Minutes
Confirm study purpose and intended outcomes	Client lead	10
Review scope, milestones and review responsibilities	DL project lead	15
Identify available data and gaps	Client data lead	15
Agree on stakeholder outreach preparation	Engagement lead	15
Confirm owners, dates and next check-in	DL project lead	5

Preparation

- Review the draft scope and preliminary source inventory.
- Bring known data gaps and suggested stakeholder groups.

Expected outcomes

A confirmed source inventory owner, an interview-guide drafting assignment, and a client review step before outreach.