DESIRE LINE

MEETING FOLLOW UP · FICTIONAL EXAMPLE

Riverbend kickoff follow up

MEETING November 16, 2026

PEOPLE Client lead, client data lead, DL project lead, engagement lead

The team agreed to begin with the source inventory and interview guide. Stakeholder contact will wait until the client approves the outreach list.

Discussion and decisions

- The initial work will organize existing corridor information and identify gaps before additional collection is proposed.
- The client will review the outreach list before any stakeholder contact. The interview guide can be drafted while that review is pending.

Agreed actions

ID and action	Owner	Due	Status
A01 Confirm source inventory	Client lead	Nov 17	Open
A02 Draft interview guide	DL project lead	Nov 19	Open
A03 Approve outreach list	Client lead	Nov 20	Open

Open question

The client has not confirmed whether the pedestrian count files are available. A01 will establish availability; no new count collection was authorized.

Next check in

November 23, 2026, 10:00 a.m. Central. Review the inventory, interview guide and outreach readiness.