



## King County

Records, Elections and  
Licensing Services Division

Department of Executive Services

### Core Planning Team Meeting Agenda for 01/11/06

The following is the projected agenda for the first meeting day with the Core Planning Team. Timelines may be adjusted to meet group and planning process needs.

Time	Item	Results
9:00 – 9:20	Introductory remarks Dean Logan and Paul Tanaka	Clarification of context and expected results for Core Planning Team
9:20 – 9:30	Overview of planning process and role of facilitator	Clarification of process and group roles / responsibilities
9:30 – 10:00	Group introductions, goals and expectations	Awareness of participant goals, concerns about planning process
10:00 – 10:15	Review group guidelines	Review group operating principles
10:15 – 11:00	Begin planning	See attached outline
11:00 – 11:15	Break	
11:15 – 12:45	Continue planning	See attached outline
12:45 – 1:00	Debrief and next steps	
1:00	Meeting closed	Time for lunch!

Subsequent meetings will be working sessions as follows:

Time	Item	Results
9:00 – 9:15	Review planning notes to date	
9:15 – 11:00	Continue planning	See attached outline
11:00 – 11:15	Break	
11:15 – 12:45	Continue planning	See attached outline
12:45 – 1:00	Debrief and next steps	