

**Subject:** Balboa: Bi-Wkly Check-In

**Location:** CPC\_519-1650 Mission (16)

**Start:** 2/12/2019 1:00 PM

**End:** 2/12/2019 1:30 PM

**Show Time As:** Tentative

**Recurrence:** Weekly

**Recurrence Pattern:** every 2 week(s) on Tuesday from 1:00 PM to 1:30 PM

**Meeting Status:** Not yet responded

**Organizer:** Fisher, Lisa (CPC)

**Required Attendees:** Exline, Susan (CPC); Switzky, Joshua (CPC); Small, Maia (CPC); Hong, Seung Yen (CPC); Barata, Luiz (CPC); Horn, Jeffrey (CPC); Salvadori, Ilaria (CPC)

**Optional Attendees:** Shaw, Jeremy (CPC)

**Resources:** CPC\_519-1650 Mission (16)

Hello all,

As we enter the DSG and Infrastructure Plan review phase, here holding time for a bi-weekly check-in with all our brains together and build a cohesive team. This is starting early Feb. and I will send a separate appt for a 1-hour kick off soon that will also include our design team. This time slot is proposed because it's right before SeungYen and my standing weekly call with Leigh (every other week the development team joins), as well as the bi-weekly sponsor design team meetings (likely Thursday) and monthly infrastructure meetings (Wednesdays).

I'll update this standing appointment with agenda items (please send any requests by COB Monday prior) and cancel if there is nothing pressing to discuss and/or certain staff may not attend depending the issues.

**NOTE:** If anything urgent comes up with the project in between these check-ins, we'll let you know and find a more immediate meeting time.

p.s. Attached is our team org / comms table for your review and use.

Thanks all,

Lisa

Lisa Fisher

Senior Urban Planner, Sustainable City Lead

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