

Northern Virginia Transportation Authority
Organizational Working Group
Agenda
May 16, 2013
2 pm

- 1. Introductions**
- 2. Selection of Staff Coordinator and Assistant Staff Coordinators, including Recorder**
 - These staff will be responsible for summarizing the working group's activities and recommendations. This core group of staff will be responsible for writing the group's report and circulating it to other working group members for review.
- 3. Explanation of Bill Provisions**
- 4. Review Overarching Working Group Question**

Organizational

 - Based on the information provided by the other four working groups, how should NVTA be organized to effectively and efficiently undertake that work it has been assigned, and what are the interim steps that need to be taken to reach that end?
- 5. Review and Discuss Individual Questions**
 - Determine general priority order for answering questions
 - Identify additional questions that should be discussed
 - Work towards consensus answers to the questions
 - Ensure that decisions and recommendations are recorded.
 - Identify any area where additional information is needed and identify working group member to secure information.
- 6. Review Calendar and Discuss Dates for Next Steps**
 - Second meeting to discuss questions, if not all have been discussed
 - Date draft report is to be sent to working group members
 - Date to discuss Draft Report
 - Date comments are due back to staff coordinators
 - Date report is forwarded to NVTA members –
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- 7. Confirm Date, Method and Location for Next Meeting**
- 8. Adjourn**