Town of Hopkinton

Planning meeting – Tuesday, August 16, 2011

Agenda:

7 p.m.	Introduction o Why are we here?	Todd Cestari
7:05 p.m.	Overview of top five goals for FY ’12 Guidelines for team work tonight	Marc Wey
7:15 p.m.	Work in five (5) groups (composition to be defined) Assignments: o Each group to brainstorm ways to address each of the five goals o Select the most effective approach o Prepare a 3’ summary presentation (3’ for all 5 goals)	
8 p.m.	Report to overall team by each group	All + Marc Wey
8:20 p.m.	Attempt to reach interim consensus o Pick one major initiative for each goal area o Assign project leader and team members o Define process to track and monitor progress o Agree on follow-up meetings	Marc Wey
8:50 p.m.	Identify next steps Closing remarks	Todd Cestari
9 p.m.	Adjourn	