

Project Kickoff Meeting

Utah Lake Comprehensive Management Plan

Date, time	Wednesday November 30, 2022, 10:00 am
Location	Historic Utah County Courthouse, 51 South University Ave., 3 rd Floor Ballroom; Zoom meeting provided for virtual attendance
Meeting Details	https://us06web.zoom.us/j/84190154552
Participants	Dave Epstein (Jacobs), Calah Worthen (Jacobs), Utah Lake Authority Board

Agenda

- I. **Welcome and introductions (Dave)**
 - a. Round the table introductions
 - b. Confirm roles and responsibilities on the project
 - II. **Roles and responsibilities (Dave)**
 - a. Jacobs
 - b. ULA PM Team
 - c. ULA Board
 - d. Planning Team
 - III. **Project background and vision (Eric Ellis)**
 - a. Vision for the project
 - b. Critical success factors (how will the ULA measure success of the project?)
 - c. Conceptual CMP by April 1st: discuss what a minimum viable product looks like
 - IV. **Planning Team (Dave)**
 - a. Composition
 - b. Develop contact list
 - c. Schedule Vision and Mission and Goals and Objectives Workshops
 - V. **Scope of Work (Dave)**
 - a. Overview of the Jacobs approach and major project milestones
 - b. Discuss the conceptual CMP vs the draft and final CMP
 - c. Discuss opportunities for public and stakeholder engagement
 - VI. **Project Timeline Overview (Calah)**
 - a. Major points of interaction with the PM team and Planning Team
 - VII. **Questions, Risks, and Contingencies (Calah)**
 - VIII. **Existing Utah Lake Management Projects (Dave)**
 - a. Initiate the process of compiling information
 - IX. **Next steps (Dave)**
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Agenda

- a. Finalize the Scope of Work
- b. Vision and Mission Workshop
- c. Work with Planning Team to generate a list of all existing management efforts/projects on Utah Lake

Action Items

#	Description	Assigned to
1		
2		
3		
4		