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## RGVMPO Performance Management Framework Kickoff Meeting

**Date:** Wednesday, February 8, 2023

**Time:** 9:00 AM

**Location:** Virtual Teams Meeting

**Invitees:** **RGVMPO:** Andrew Canon, Luis Diaz

**ATG:** JD Allen, Ed Elam, Ben Magallon, René Pastorek

**Meeting Objective:** Promote an efficient start to the project and facilitate effective communication between the RGVMPO and ATG project team.

### Agenda

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1. Project Overview and Introductions
  - a. Scope
  - b. Study Area
2. Project Management and Administration
  - a. Project Management Plan (PMP)
  - b. Progress Reports / Billing
  - c. Project Status Meetings
  - d. Steering Committee Meetings
3. Schedule
  - a. Timeline
  - b. Key Dates
    - i. Staff and TAC Scoring Workshops/Exercises
4. Data Request
  - a. Data Inventory and Needs
  - b. Citrix File Sharing
5. Open Discussion
6. Next Steps / Action Items