

**Planning Meeting for Housing for All Task Force  
Friday, September 6, 9 to 10:30 am  
Harriet Elizabeth Brown Community Center  
901 Dares Beach Rd, Prince Frederick, MD 20678**

**Meeting Purpose:**

- To instruct members how to use the new Housing for All Task Force webpage
- To discuss/decide plan for sub-committees to meet goals of Housing for All Task Force
- To identify content needed to inform decision-making on housing recommendations

<b>Time</b>	<b>Topic/Activity</b>	<b>Notes: Insights, Decisions, Next Steps</b>
9:00-9:10 am	<b>Task:</b> Introductions & Check-in <b>Check In:</b> In one word, what does “house” mean to you?	
9:10-9:20 am	<b>Task:</b> <a href="#">Review the Housing for All Task Force webpage</a> <b>Result:</b> Task Force members are adept at using site and sign up to receive updates.	
9:20-10:00 am	<b>Task:</b> Discuss/decide membership, structure and timeline for sub-committees: <ul style="list-style-type: none"> <li>- Topic areas along w/key themes</li> <li>- Leaders</li> <li>- Timeline (how often, when, where)</li> <li>- Communication</li> <li>- Deliverables</li> </ul> <b>Result:</b> Group has a plan in place for implementing sub-committees to meet Task Force goals.	
10:00 -10:20 am	<b>Task:</b> Discuss/Decide requests for content drivers for meetings. <b>Result:</b> Group determines content, and related guest speakers/presentations necessary to inform decision-making.	
10:20 -10:30 am	<b>Task:</b> Check Out and Action Commitment <b>Result:</b> Wrap up the days finding & Determine next steps	

## Housing Task Force Meeting – September 6, 2019

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Accomplished	Some Progress	Not Addressed	Next Steps
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