

**Wards 1 & 8 Steering Committee Meeting**  
**September 19, 2019**  
**4:00 - 5:30 p.m.**

Location: Jonathan's house

Facilitator: Jonathan Chapple-Sokol

Attended by: Jonathan, Caryn Long, Cindy Cook, Linda Rizvi, Carol Livingston

1. Jonathan outlined the goals of having a shared "cloud space" and explained how to access the Google Drive space.
2. Jonathan and Linda walked us through the proposed file and folder structure they had created to store our working documents as well as the spreadsheet we will use to plan our NPA meeting agendas.
3. The committee members agreed to using the structures - including a spreadsheet with our roles and tasks. We tweaked various aspects of the system to help us implement the spreadsheet for our agenda planning.
4. Linda took responsibility for making final changes to the spreadsheet so that it was ready for our agenda-setting meeting on 9/24.