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**Public Works Department**  
**City of Bellingham**

**Broadband Advisory Workgroup Agenda**  
**Tuesday, September 7, 2021**  
**6:00pm – 7:30pm**  
**Zoom**

You should have received your Zoom Panelist invite

BAW Members and Ex-officio Members: Please join the meeting 5-10 minutes ahead of the start time so we can make sure you have everything you need to participate in for the meeting.

<b>Time</b>	<b>Topic</b>	<b>Lead</b>
<b>6:00 - 6:10 (10 min)</b>	<b>Welcome, introductions, agenda review, approve notes from last meeting</b> (included in your packet) <b>Administrative and Technology Items Update</b>	David Roberts, Facilitator  Eric Johnston
<b>6:10 – 7:15 (65 min)</b>	<b>RFP Update – Magellan Advisors</b> <b>Workgroup Members Q&amp;A</b>	Jory Wolf & Greg Laudeman
<b>7:15 – 7:30 (15 min)</b>	<b>Plan Agenda for the next meeting. Evaluate this meeting.</b>	David Roberts
<b>7:30</b>	<b>Adjourn</b>	

**Next meeting scheduled for Tuesday, October 5th at 6:00pm via Zoom**

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**Engineering**

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**The following words describe our Vision for our meetings as the Broadband Advisory Workgroup:**

**Approved 2-2- 2021**

- ❖ See each person's face
- ❖ Thoughtful
- ❖ Engaged
- ❖ Prepared
- ❖ Concise and specific information
- ❖ Conversational discussions
- ❖ Positive
- ❖ Great ideas
- ❖ Intelligent
- ❖ Directed
- ❖ On task
- ❖ Short as possible
- ❖ Come out with deliverables
- ❖ Tangible results
- ❖ Planning forward

### **Meeting Ground Rules**

Approved 2-2-2021

- Start and end on time.
- One speaker at a time.
- Stick to the topic at hand.
- Ask questions to increase understanding.
- Limit distractions.
- Do your homework.
- Acknowledge that all participants bring legitimate purposes, goals, concerns and interests, whether or not there is agreement.
- Let the facilitator manage the meeting.
- Have fun. 😊