



# Steering Committee Meeting Agenda

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**Topic:** Meeting 1 – Kick-Off

**Date/Time:** Thursday, January 29, 2026 | 5:30 – 7:00 p.m.

**Location:** Lower Makefield Township Building and  
Microsoft Teams | [Join the meeting now](#)  
Meeting ID: 217 367 531 555 44 | Passcode: 3fs7uY39

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1. **Welcome and Introductions** (5:30 – 5:40 p.m.)
  - a. Steering Committee
  - b. Township Team
  - c. Consultant Team
  - d. Steering Committee Roles and Expectations
2. **Project Overview and Background** (5:40 – 5:55 p.m.)
  - a. Purpose and Need
  - b. Context
  - c. Goals
3. **Scope, Schedule, and Deliverables** (5:55 – 6:05 p.m.)
4. **Stakeholder Identification and Engagement** (6:05 – 6:15 p.m.)
5. **Visioning Discussion** (6:15 – 6:50 p.m.)
6. **Next Steps** (6:50 – 7:00 p.m.)
  - a. Existing Conditions Inventory and Analysis
  - b. Scheduling Future Meetings
  - c. Steering Committee Meeting – February
  - d. Stakeholder Interviews – February - March
  - e. Visioning and Design Workshop – Early March