

Vietnamese American Community Center Project
Task Force Meeting
Wednesday, August 26, 2009: 6:30 – 8:30 PM
George Shirakawa Center
2072 Lucretia Ave, San Jose, CA 95122

Agenda

- I. Review Agenda** **6:30-6:35**

- II. Task Force & Table Host Roles** **6:35 – 6:55**
 - A. Preparing ourselves mentally and attitudinally for the event
 - B. Understanding potential obstacles and ways to deal with them
 - C. Conflict recognition and resolution

- III. Vision Event, Outreach and Invitation Strategy, & Project Communication Team Updates & Action Planning** **6:55 – 7:20**
 - A. Review of Accomplishments/Status:
 - B. Tasks required prior to Vision Event
 - a. Invitation Process
 - b. Media Events
 - C. Any help that Task Force members need

- IV. Vision Event Preparation and Task List** **7:20 – 7:55**
 - A. Review of Accomplishments/Status:
 - B. Tasks required prior to Vision Event
 - a. Table Host Recruitment:
 - b. Room Set up
 - c. Walkthrough
 - C. Any help that Task Force members need

- V. World Café preparation** **7:55-8:15**
 - A. Continue work from Section II above

- VI. Review Next Steps and Schedule** **8:15 – 8:30**
 - A. Review Agreements & Key Decisions