

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