

**Jefferson County Broadband Team Meeting  
Tuesday, October 22<sup>nd</sup>, 2019 @10:30 AM  
Old Charles Town Library Meeting Room  
200 E. Washington Street (Samuel Street Entrance)  
Charles Town, West Virginia 25414**

**AGENDA**

- 1) Welcome, participant introductions and determine chairperson for meeting: new members; inclusion of municipalities**
- 2) Call to order**
- 3) Approval of Agenda and Minutes**
- 4) Brief Update of project status: CDBG suggested guidance**
- 5) Develop a Scope of Work that includes actions items; RFP**
  - A) Determination of broadband coverage and proof of lack of coverage for potential grants; EDA, HUD, USDA, etc.**
  - B) Interviews with existing providers and future plans for coverage.**
  - C) Fiber locations and access for business**
  - D) Potential fixed wireless providers and review of assets**
  - E) Specific needs of Jefferson county**
- 6) Develop reasonable timeline for work**
- 7) Strategy to include Municipalities within Jefferson county/Keep community informed and identify more potential broadband champions and expertise**
- 8) New business – Additional suggestions and input**
- 9) Public comment**
- 10) Develop Schedule for meetings and next meeting**
- 11) Adjourn**