10:30 – 10:35  Welcome and Kick-Off - Ruchi

10:35 – 10:50  Introductions

10:50 – 11:15  Why are we here and what do we want to accomplish
Draft of ZEVIWG Charge provided for discussion

Topics for discussion:
- What do we want to get out of the ZEVIWG?
- How can we best address challenges we have experienced in the past with interagency work?

11:15 – 11:45  Structure and Process
Draft Guidance Document and Matrix of Agency Responsibilities provided for discussion

Review and Approve Draft List of Action Items for ZEVIWG:
- Coordinate implementation of EO
- Review of EO Directives
- Discuss barriers to achieving the directives of the EO and draft a list
- Seek input from interested stakeholders
- Develop goals, metrics, and other indicators of progress
- Establish website to share information about the directives with the public

11:45 – 12:00  Next Steps
- Meeting Frequency
- Action Items for Next Meeting
- Next Meeting Date – suggest week of March 12 or March 19