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?

ZEVIWG activities should include
- All ZEVIWG members should engage in discussions concerning all EO directives
- The group should engage in budgetary discussions as it relates to fleet and infrastructure conversion
- The group should be fluent at a high level on what every agency is doing in EV policy work
- Identifying data needs and determining how to acquire and share the data with the group
- The group needs to develop a schedule and milestones for agency specific goals and objectives
- The group should share the information and work discussed in the ZEVIWG with all the associated agency heads

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Draft Guidance Document and Matrix of Agency Responsibilities provided for discussion

Discussion
• Describe the work that we all do, including interactions, and identify policy gaps
• Determine immediate actions
• Understand sources of data and how we utilize these
• Identify barriers at the state level to increased EV adoption

Review and Approve Draft List of Action Items for ZEVIWG

11:45 – 12:00  Next Steps
• Meeting Frequency
  ○ Every 2 months
• Action Items for Next Meeting
  ○ ALL – Review draft Charge and Guidance documents and provide feedback to Jessica
  ○ ALL – Fill out ZEV EO Responsibilities Spreadsheet and return to Jessica
  ○ ALL – draft a high-level list of EV work that your agency is doing, identify current state of the work, describe current policy issues/questions that your agency has identified in relation to that work
  ○ ALL – review EO directives and list any barriers to implementation – send list to Jessica
  ○ Jessica – send out doodle poll for next two meetings
• Next Meeting Date