

Expectations for Rock Products Committee (RPC) Meetings

Purpose: In order for the Rock Products Committee to be a high-performing team, it is necessary for certain expectations to be developed for the administration of the meetings, including:

- *Develop Meeting Agendas*
- *Review Work Plans ahead of time and confirm updates at the previous Sub-Task Group meetings*
- *Plan for New Business Items prior to the RPC meetings and come to the meetings prepared to present the new business items*
- *Attend all RPC Meetings and do not send a substitute if you absolutely cannot attend. Task Group co-chair to act for other co-chair if necessary.*
- *Write Summarizing Minutes – including key discussion points and action items*
- *Use Issue Resolution Process when necessary. Do not let unresolved issues fester.*
- *Post all RPC Information on Caltrans' Internet site (we are a transparent committee)*