To: XCAP  
From: Nadia Naik, XCAP Chair  
Date: December 9, 2020  
Re: Tracker of Chapters for XCAP’s Final Report to City Council

<table>
<thead>
<tr>
<th>Chapter</th>
<th>Responsible Party</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Glossary</td>
<td>Nadia</td>
<td>Meeting: 12/09/2020</td>
</tr>
</tbody>
</table>
| Executive Summary | Larry/Nadia | Meeting: 12/02/2020  
Meeting: 12/09/2020 |
| Lessons Learned & Recommendations | Nadia | Meeting: 12/09/2020 |
| Ch 1 | Introduction and  
Why do we need Grade separations | Nadia  
Phil | Meeting: 11/18/2020  
Meeting: 12/09/2020 |
| Ch 2 | Community Context | Nadia | Meeting: 11/18/2020  
Meeting: 12/09/2020 |
| Ch 3 | Grade Separation Alternatives (mix of former Chapters 2, 4 and 5) |  |
| 3.1 | Discarded Alternatives | Dave/Tony | Meeting: 11/18/2020  
Meeting: 12/02/2020 |
| 3.2 | Churchill | Cari/Inyoung | Meeting: 11/18/2020  
Meeting: 12/02/2020 (Naik’s)  
Meeting: 12/02/2020 (Shen’s)  
Meeting: 12/09/2020 |
| 3.3 | South Palo Alto | Keith/Greg | Meeting: 12/02/2020  
Meeting: 12/09/2020 |
| Ch 4 | Safety | Greg | Meeting: 11/10/2020  
Meeting: 12/02/2020 |
| Ch 5 | Conclusion: Findings, Future Areas of Study and Additional Recommendations | Nadia/Larry |  |
| Timeline | Nadia | Meeting: 12/02/2020 |
| Appendix | In progress |  |

Procedure on creating XCAP’s Final Report for City Council:

MEMBERS’ OWN DRAFT CHAPTERS
XCAP members are asked to email their own draft chapters ready for the next XCAP meeting to city staff (the Administrative Assistant for Office of Transportation, Sarah.Wilson@CityofPaloAlto.org) before the next meeting. They’re asked to put the chapter number in the file name and in the body of the chapter itself.
MEMBERS’ FEEDBACK ON OTHER MEMBERS’ DRAFT CHAPTERS
Shortly after the XCAP meeting in which draft chapters were made public, soft copies (in MS Word) of said draft chapters will be emailed to all XCAP members.

XCAP members are then given time to review and, if they so choose, email comments/suggested edits for other members’ draft chapters to the OOT Administrative Assistant (Sarah.Wilson@CityofPaloAlto.org) for inclusion in the agenda packet for the next XCAP meeting. They’re asked to indicate their comments/suggested edits in the soft copy using MS Word’s “Track Changes” mode.