To: XCAP
From: Nadia Naik, XCAP Chair
Date: January 20, 2021
Re: Tracker of Chapters for XCAP's Final Report to City Council

Chapter		Responsible Party	Notes
	Table of Contents		Meeting: 12/16/2020
	Glossary	Nadia	Meeting: 12/09/2020 Meeting: 01/06/2021 Meeting: 01/20/2021
	Executive Summary	Larry/Nadia	Meeting: 12/02/2020 Meeting: 12/09/2020 Meeting: 01/06/2021 Meeting: 01/20/2021
	Lessons Learned & Recommendations	Nadia	Meeting: 12/09/2020 Meeting: 01/06/2021 Meeting: 01/20/2021
Ch 1	Introduction and Why do we need Grade separations	Nadia Phil	Meeting: 11/18/2020 Meeting: 12/09/2020 Meeting: 01/06/2021 Meeting: 01/20/2021
Ch 2	Community Context	Nadia	Meeting: 11/18/2020 Meeting: 12/09/2020 Meeting: 01/06/2021 Meeting: 01/20/2021
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 Meeting: 01/06/2021 Meeting: 01/20/2021
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 Meeting: 12/16/2020 Meeting: 01/06/2021 Meeting: 01/13/2021 (Shen's) Meeting: 01/13/2021 (Naik's) Meeting: 01/20/2021 Meeting: 01/20/2021 (Naik's) Meeting: 01/20/2021 (Shen's)

Chapter		Responsible Party	Notes
3.3	South Palo Alto	Keith/Greg	Meeting: 12/02/2020 Meeting: 12/09/2020 Meeting: 12/16/2020
3.4	Meadow/Charleston	Greg	Meeting: 01/06/2021 Meeting: 01/13/2021 Meeting: 01/20/2021
3?	Trench Study Areas	Keith	Meeting: 01/06/2021
Ch 4	Safety	Greg	Meeting: 11/10/2020 Meeting: 12/02/2020 Meeting: 01/06/2021 Meeting: 01/20/2021
Ch 5	Conclusion: Findings, Future Areas of Study and Additional Recommendations	Nadia/Larry	
	Timeline	Nadia	Meeting: 12/02/2020 Meeting: 01/06/2021 Meeting: 01/20/2021
	Appendix	In progress	Meeting: 01/06/2021 Meeting: 01/20/2021
	Appendix part: Viaduct with Roundabout	Tony	Meeting: 01/06/2021 Meeting: 01/20/2021
	Appendix part: History of the Underpass Alternative	Nadia	Meeting: 01/13/2021 Meeting: 01/20/2021
	Appendix part: Historic Funding Sources	Nadia	Meeting: 01/20/2021
	Appendix part: Excerpt of the 2030 Comprehensive Plan - Implementation Plan	Nadia	Meeting: 01/20/2021
	Final Report, Table of Contents (TOC) only	Dave	Meeting: 01/06/2021 Meeting: 01/13/2021
	Final Report, whole	Dave	Meeting: 01/06/2021 Meeting: 01/13/2021

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.