



**Municipality of Anchorage
Public Transit Advisory Board
PTAB Meeting Efficiency Training
March 13, 2024; 12:00-1:15 P.M.**

1. Welcome (2 minutes)

- a. Introductions

2. Strategies for Effective PTAB Meetings (45 minutes)

- a. Jamie Heinz to present tips and best practices for running productive meetings

3. Q&A and Discussion (15 minutes)

- a. Open forum for questions and discussion

4. Wrap-up (2 minutes)

- a. Closing and reminders

Next Meeting: PTAB Regular Meeting – Thursday, March 14, 2024