

- **Welcome and introductions:**
 - Facilitator and roundtable introductions and interests in the project
 - Brief presentation by Wholesale Market and Facility Design team – to help explain our role in the project, what we do, what we don't.
- **Project overview:**
 - Background and purpose of the pavilion
 - Goals of the meeting
 - Project timeline and decision-making process (i.e. external deadlines, other site project timelines)
- **Community needs and uses:**
 - Discussion of key activities (farmer's market, public events, etc.)
 - Stakeholder input on desired functions and events
 - Seasonal and year-round use considerations
- **Site considerations:**
 - Overview of proposed site
 - Access, utilities, parking, and other site constraints
 - Discussion of opportunities (views to the river, connections to open space, etc.)
- **Pavilion design priorities:**
 - Desired features (open-air space, weather protection, storage, lighting, etc.)
 - Materials and sustainability goals
 - Accessibility
 - Flexibility
- **Budget and funding?**
 - Budget expectations, funding sources, partnerships, etc.
- **Next steps and action items:**
 - Summary of key takeaways
 - Timeline for concept design and future meetings
 - Assignments for follow-up