Coalitions Lite Meeting #2: Identify Data Needs|agenda

## Meeting date | time *Date | Time* | Meeting location *Location*

## Time: *2.5 hours*

## **Objectives**

1. Set expectations for the meeting
2. Review our progress on the strategic planning process
3. Select and specify the broader issue(s) to prioritize in the strategic plan
4. Review knowledge gaps – what don’t we know yet about our priority issue(s)
5. Identify and select data sources to fill knowledge gaps
6. Prepare for the key stakeholder interviews
7. Decide how the group will collect data
8. Review the tools for data collection and interviews
9. Wrap up and next steps

## **workgroup participant Materials**

1. Short-list of issues from Meeting #1
2. [Data Sources Overview](https://slco.org/globalassets/1-site-files/health/programs/community-groups/coalitions-lite/Step2DataSourceOverview.docx)
3. [Key Stakeholder Interview Form](https://slco.org/globalassets/1-site-files/health/programs/community-groups/coalitions-lite/Step2ToolInterviewForm.docx) with [Data Summary Form](https://slco.org/globalassets/1-site-files/health/programs/community-groups/coalitions-lite/Step2ToolDataSummary.docx)
4. [Key Stakeholder Interview Checklist](https://slco.org/globalassets/1-site-files/health/programs/community-groups/coalitions-lite/Step2ToolInterviewChecklist.docx)
5. [Data Tips](https://slco.org/globalassets/1-site-files/health/programs/community-groups/coalitions-lite/Step2DataTips.docx)

## **workgroup participant Preparation**

1. Complete assigned Meeting #1 action steps and be prepared to report on outcome/status
2. Review Data Sources Overview and the short-list of Meeting #1 issues

**Agenda**

### Welcome, Introductions, and Overview (15 minutes)

### Select priority issues (25 minutes)

### Specify priority issues (10 minutes)

### Identify and select data sources (25 minutes)

### 10-minute break

### Prepare for the Stakeholder Interviews (15 minutes)

### Decide how the group will collect data (25 minutes)

### Review data collection and interview tools (10 minutes)

### Wrap up and next steps (10 minutes)