Coalitions Lite Meeting #2: Identify Data Needs|Minutes

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

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | Facilitator | [Insert Name] | | Note taker | [Insert Name] | | Timekeeper | [Insert Name] | |
|  |

Attendees:

# Agenda topics

## **Welcome, introductions, and overview**

*Discussion:* [insert discussion]

*Conclusion:* [insert conclusions, if applicable]

|  |  |  |
| --- | --- | --- |
| Action items | Person responsible | Deadline |
| Action item 1 | Name | Date | time |
| Action item 2 | Name | Date | time |
|  |  |  |

## **Select Priority Issues**

*Discussion:* [insert discussion]

*Conclusion:* [insert conclusions, if applicable]

|  |  |  |
| --- | --- | --- |
| Action items | Person responsible | Deadline |
| Action item 1 | Name | Date | time |
| Action item 2 | Name | Date | time |

## **Specify Priority Issues**

*Discussion:* [insert discussion]

*Conclusion:* [insert conclusions, if applicable. May want to include conclusions directly into the Strategic Planning Process Plan template]

|  |  |  |
| --- | --- | --- |
| Action items | Person responsible | Deadline |
| Action item 1 | Name | Date | time |
| Action item 2 | Name | Date | time |

## **Identify and Select Data Sources**

*Discussion:* [insert discussion]

*Conclusion:* [insert conclusions, if applicable]

|  |  |  |
| --- | --- | --- |
| Action items | Person responsible | Deadline |
| Action item 1 | Name | Date | time |
| Action item 2 | Name | Date | time |

## **Prepare for Stakeholder Interviews**

*Discussion:* [insert discussion]

*Conclusion:* [insert conclusions, if applicable]

|  |  |  |
| --- | --- | --- |
| Action items | Person responsible | Deadline |
| Action item 1 | Name | Date | time |
| Action item 2 | Name | Date | time |

## **Decide how to collect Data**

*Discussion:* [insert discussion]

*Conclusion:* [insert conclusions, if applicable]

|  |  |  |
| --- | --- | --- |
| Action items | Person responsible | Deadline |
| Action item 1 | Name | Date | time |
| Action item 2 | Name | Date | time |

## **Review tools**

*Discussion:* [insert discussion]

*Conclusion:* [insert conclusions, if applicable]

|  |  |  |
| --- | --- | --- |
| Action items | Person responsible | Deadline |
| Action item 1 | Name | Date | time |
| Action item 2 | Name | Date | time |

## **wrap up & Next Steps**

*Discussion:* [insert discussion]

*Conclusion:* [insert conclusions, if applicable]

|  |  |  |
| --- | --- | --- |
| Action items | Person responsible | Deadline |
| Action item 1 | Name | Date | time |
| Action item 2 | Name | Date | time |