**AGENDA**Wednesday ▪  November 17, 2021 ▪  2:00 – 3:30 pm

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| **TIME** | **AGENDA ITEM** | **WHO** |
| 2:00 pm*(20 min)*  | **WELCOME AND INTRODUCTIONS** | Maureen Nelson |
| 2:20 pm*(20 min)* | **WORKFORCE ACCELERATOR FUND: BACKGROUND*** + **About the Grant**
	+ **Work Groups/Projects**
 | Maureen Nelson |
| 2:40 pm*(20 min)* | **SURVEY RESULTS**  | Jaime Jenett |
| 3:00 pm*(20 min)* | **DISCUSSION** * + **Frequency**
	+ **Remote vs. in person** **[DECISION]**
	+ **Training:** **Existing and New**
	+ **Problem solving:** **Common challenges**
 | All |
| 3:20 pm*(10 min)* | **NEXT STEPS (Testing & Iteration Phase)*** **Next meeting: In person or remote?** **[DECISION]**
* **If in person:**
	+ Where/who hosts? **[DECISION]**
	+ Food? **[DECISION]**
* **Host Responsibilities**
	+ *If in person:* A/V, Room
	+ *If remote:* Facilitation & Agenda planning
* **Maureen/Jaime Responsibilities**
	+ **Training:** Survey to be sent out
	+ **Shared Problem Solving Time**
* Survey in advance of meeting to ID key issues
* Create format/process
	+ **Follow-up Survey**
* Any key questions?
 |  Maureen & Jaime |
| 3:30 pm | **ADJOURN** |  |