**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** |  |