

# Coalitions Lite Meeting #3: Data Consolidation & Interpretation | AGENDA

MEETING DATE | TIME *Date | Time* | MEETING LOCATION *Location*

TIME: 3 hours

## OBJECTIVES

1. Set expectations for the meeting
2. Review our progress on the strategic planning process
3. Select which data to use
4. Further define the prioritized issues
5. Identify the contributing “why” factors for our issues
6. Wrap up and next steps

## WORKGROUP PARTICIPANT MATERIALS

1. Completed Data Summary Tools
2. Completed Key Stakeholder Interview Form
3. Supporting data for Data Summary Tools
4. [Data Tips](#)
5. [Issue Overview Handout](#)

## WORKGROUP PARTICIPANT PREPARATION

1. Be prepared to (verbally) share your completed Data Summary Tools in the meeting
2. Complete other assigned tasks and be prepared to report on outcome/status
3. Review the Data Tips document
4. Review the Issue Overview Handout

## AGENDA

1. Meeting logistics and overview (10 minutes)
  - a. Introductions & team check in
  - b. Review the objectives and agenda of the meeting
2. Review progress on the strategic planning process (5 min)
3. Select which data to use (small groups) (30 minutes)
  - a. Members share information on their data from their Data Summary Tools
  - b. Determine which data reflect our community and our prioritized issues

4. Further define the prioritized issues (20 minutes per issue)
  - a. Members share their Data Summary Tool information related to defining the issues and/or who is experiencing the issues
  - b. Finalize issue identification
5. Review contributing factor data (25 minutes per issue)
  - a. Members share their Data Summary Tool information about what's contributing to the issues
6. Decide which Contributing Factors to Focus On (20 minutes per issue)
7. Wrap up and next steps (15 minutes)
  - a. Review action steps/responsible members/time for completion
  - b. Meeting check-out
  - c. Meeting #4 overview
  - d. Complete the [Coalitions Lite evaluation survey](#)