**Needs Assessment Projects Team**

**AGENDA**

**March 20, 2019**

***Today’s Team Goals:*** *Complete framework for needs assessment focus groups*

**Welcome & Introductions 12:30 p.m.**

**Review of February 2019 Meeting Summary 12:40 p.m.**

**Focus Group Discussion 12:50 p.m.**

**Other Business 1:40 p.m.**

a. NAP Team co-chair opening

**Adjourn 1:45 p.m.**

**Guidelines: NAP Team Process Etiquette**

- Be present and encourage full group member participation  
- One speaker has the floor at a time; refrain from interrupting  
- Raise hand to indicate a desire to speak  
- Show respect at all times