**Needs Assessment Projects Team**

**AGENDA**

**August 21, 2019**

***Today’s Team Goals:*** *Progress update on focus groups  
Review HIV Workforce Survey pilot results + identify any outstanding issues*

**Welcome & Introductions 10:30 a.m.**

**Review July 2019 Meeting Summary 10:40 a.m.**

**Update: Needs Assessment Focus Groups 10:45 a.m.**

**Discuss: HIV Workforce Survey Pilot Results 10:50 a.m.**

**Other Business 11:50 a.m.**

**Adjourn 11:55 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