

The Task Force Sponsor can help determine the initial list of individuals to invite. If data discussions and measures will be discussed, Steven in IR should also be invited to attend.

Aria will provide cut and paste of exact grant language related to the task force.

Aria will take meeting minutes on the template and circulate for approval. Aria will post meeting minutes, build future agendas, send out meeting invites.

Task Force Kick Off Agenda Template

- A. Welcome and Introductions
- B. Overview of the Title Three Grant (Handout: Viseo diagram)
- C. Role of the task force: (insert primary outcome/purpose of the task force, include timeline)
- D. Task force charter (template to be filled out by the participants and submitted to Aria Nelson)
- E. Next steps and action items
- F. Meeting dates