**11.30.2021**

11:01:52 From Susan Winters (she/her) to Everyone:

 Reminder about agenda

 1. What are the benchmarks for our work

 2. What are the evaluation measures

 3. Developing one page summary of above

11:02:38 From Susan Winters (she/her) to Everyone:

 Summary is due to Project Officer COB today.

11:03:08 From Susan Winters (she/her) to Everyone:

 This should be on letter head/ have logos at top.

11:16:43 From Debra D'Alessandro to Everyone:

 I stand corrected, Individual Needs Assessment is MID POINT, hadn't remembered it's done in Feb

11:21:28 From Abby Plusen (she, her, hers) to Everyone:

 Should we include the quick assessment we do prior to each session to give to the speakers?

11:32:20 From Debra D'Alessandro to Everyone:

 SW: maybe replace "results" with Impact of CoP?

11:32:40 From Frank, Linda Rose to Everyone:

 prefer a discussion at the very end. 3 prime questions.

11:49:25 From Frank, Linda Rose to Everyone:

 What is the total N for participants

11:50:28 From Frank, Linda Rose to Everyone:

 N=25 total

11:51:03 From Frank, Linda Rose to Everyone:

 representing 9 sites across 3 jurisdiction

11:51:03 From Debra D'Alessandro to Everyone:

 9 FQHCs are paraticipating

11:51:23 From Frank, Linda Rose to Everyone:

 26 sent on the invite.

11:51:33 From Frank, Linda Rose to Everyone:

 Phila: 3

11:51:53 From Frank, Linda Rose to Everyone:

 MD: 15

11:52:35 From Frank, Linda Rose to Everyone:

 DC: 7

11:53:00 From Frank, Linda Rose to Everyone:

 MD 16

11:54:32 From Frank, Linda Rose to Everyone:

 Nov 16......25 attended...don't have PIFs for 25 people

11:54:58 From Frank, Linda Rose to Everyone:

 Zoom says we have 10 participants

11:58:25 From Frank, Linda Rose to Everyone:

 Orientation Session...…...make a list of who is on the zoom...Nathan to pull from Zoom.

11:58:47 From Frank, Linda Rose to Everyone:

 We need the actual number who attend the first session out of 25

11:59:15 From Frank, Linda Rose to Everyone:

 Susan T....has 18 and those that did not attend.

12:16:46 From Frank, Linda Rose to Everyone:

 connect with your institutions about using ONE DRIVE

12:17:04 From Frank, Linda Rose to Everyone:

 next meeting to focus the training format, etc