Attachment D

AGENDA FOR PROGRAM STAFF MEETING

LOCATION
DATE/TIME

Participants: (names of all those attending)

I.   Introductions   **(15 minutes)**

II. Discussion of your program   **(60 minutes)**

- Program features and enhancements

- Program administration

- Recruitment and retention

- Service environment

- Training, technical assistance, and monitoring

III. Project plans   **(45 minutes)**

- Project overview and goals

- Potential program components to be tested

- Site participation

- Timeline

IV. Site feedback on project plans   **(60 minutes)**

- Thoughts on goals and components to be tested

- Feasibility of participation

Adjourn