Attachment P: Draft Agenda for Kickoff Meeting with Program Operators

**OMB BURDEN STATEMENT:** According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number.  The valid OMB control number for this information collection is 0584-0524.  The time required to complete this information collection is estimated to average 60 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

Date: TBD

Location: TBD

Attendees:

* *[List of attendees and their role in the study]*

Meeting Objectives:

* Introduce the research team
* Study Background
* Research Objectives
* Expectations and Roles for Program Operators
* Logistics and Timing
* Q & A

Study Schedule:

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| --- | --- | --- | --- |
| **Timeline** | **Tentative Dates** | **Activity/Task(s)** | **Responsible** |
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