

## Attachment E: VIQI Landscaping Discussions - Sample Agenda

### Agenda items for [INSERT DATE] call regarding VIQI Study--[INSERT TIME]

1. Introductions
2. Review agenda for call and provide brief overview of VIQI study
3. Any questions/initial reactions regarding plans for the study?
4. Group discussion:

***Note: topics and questions listed on the agenda will vary depending on the expertise of the informants and the study team's extant knowledge base. For example, agenda items for a conversation with an informant at the local level who has expertise in professional development might include:***

- We are exploring how initiatives to improve quality and teacher professional development might influence the level of quality in CCEE settings. What are important recent, current, or upcoming initiatives that focus on teacher professional development as a way to improve quality in [locality X]?
  - What does in-service training for CCEE teachers entail (across Head Start and child care settings)?
  - Do teachers receive mentoring or coaching?
  - What are some of the challenges that [locality X] faces with respect to professional development for early childhood teachers?
5. Next steps/follow-up