



## Data Management & Research Work Group Meeting

### Agenda

June 16, 2011

6:30 – 7:20 pm

Alameda County Public Health Department

1000 Broadway, 5<sup>th</sup> Floor, Room A or B

<b>Start Time</b>	<b>Item</b>
6:30 pm	Welcome and introductions
6:35 pm	Review and approve minutes
6:40 pm	Review metrics template <ul style="list-style-type: none"><li>• Go over short and long term goals</li></ul>
6:55 pm	Draft/finalize letter to students (for Fall semester 2011)
7:10 pm	Outline 2-min report for Chair to make at next OFPC meeting <ul style="list-style-type: none"><li>- Use template provided in meeting packet</li></ul>
7:15 pm	Set tentative agenda for next work group meeting <ul style="list-style-type: none"><li>- Use template provided in meeting packet</li><li>- Include reports on action items assigned today</li></ul>
7:20 pm	Report back to entire group
7:30 pm	Adjourn