

Group 5 Meeting

MINUTES

9/18/2011

3:00 PM

MCKEE LIBRARY ROOM 130

MEETING CALLED BY	All group members
TYPE OF MEETING	Project Planning
FACILITATOR	Brandon
NOTE TAKER	Syletta & Mike
TIMEKEEPER	Syletta
ATTENDEES	Amy, Brandon, Lucy (Skyped), Mike, Syletta

Agenda topics

20 MINUTES

ADVANCED PRACTICE (ADMINISTRATION)
FINAL DECISION ON PROJECT FOCUS/TOPIC

DISCUSSION	At the previous meeting, the topic of developing a financial management training program for the low income population was presented. Group tentatively agreed on pursuing the topic but concern was present that research may not be readily available. A final decision whether to adopt the project topic is needed.	
CONCLUSIONS	Name of topic was changed from "Financial Management for Low-Income Populations" to "Financial Literacy Programs for Low-Income Populations". The change of name assisted in locating more applicable sources of research. Adopting the topic as the focus of the project was agreed on by all group members.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
No responsibilities assigned.		

1.5 HOURS

ADVANCED PRACTICE (ADMINISTRATION)
TIMELINE/WORK PLAN

DISCUSSION	A timeline/work plan is required on 9/24/2011. Requirements for project should be identified. Responsibilities for portions of project would need to be assigned and dates for completion decided on.	
CONCLUSIONS	Specific exercises that make up the body of the main project were identified. Completion dates were assigned to each exercise. Individual group members were assigned an exercise that they would take the lead on. Leads for each exercise will identify the steps necessary to complete each and delegate responsibilities among group.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Stake Holder's Analysis	Amy	10/10/2011
Community Assessment	Syletta	10/24/2011
Systematic Review Best Practice	Mike	11/7/2011
Logic Framework Exercise	Brandon	11/21/2011

Fundraising Budget Plan	Lucy	12/3/2011
Project Proposal Setup	All Group Members	12/4/2011
Final Proposal	Group + Brandon	12/11/2011
Evaluation and CQI Plan	Lead determined on 1/15/2012	5/1/2012

20 MINUTES **ADVANCED PRACTICE (ADMINISTRATION)
LITERATURE REVIEW**

DISCUSSION	Requirements for literary review are to be clarified. Amount of resources that can be shared by whole group need to be determined.	
CONCLUSIONS	Each member will locate and submit one research article that they believe is important to the project topic. Those five articles will be shared by all members of the group in drafting their individual literary review. Each group member will also locate five separate articles to include in their individual literature review.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Locate one research article and submit to Brandon.	All Group Members	9/19/2011
Collection of five articles sent to each group member.	Brandon	9/19/2011
Locate five additional articles for individual use.	All Group Members	9/22/2011

25 MINUTES **ADVANCED INTEGRATIVE SEMINAR
GROUP MISSION STATEMENT**

DISCUSSION	Development of a group mission statement is necessary. Values and goals shared among group members need to be identified. Group members also need to agree on final mission statement.	
CONCLUSIONS	Shared values identified amongst group members are empowerment, compassion, and competence. Final missions statement agreed upon was, "Empowering clients through the vision of resources and education, delivered with compassion and competence for the benefit of the populations we serve."	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
No responsibilities assigned.		

25 MINUTES **ADVANCED INTEGRATION SEMINAR
MISSION STATEMENT CRITIQUES**

DISCUSSION	Group is required to collect five mission statements from various agencies to critique and learn from together.	
CONCLUSIONS	Each group member will locate one mission statement from an agency they feel the group can learn from. They will submit the mission statement to the group. Group will critique mission statements and submit notes.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE

Locate one mission statement and send to Brandon.	All Group Members	9/19/2011
Send collection of all five mission statements to each group member.	Brandon	9/19/2011
Assign each group member a second mission statement to critique from another group member.	Brandon	9/22/2011
Critique two mission statements.	All Group Members	9/23/2011
Send completed mission statement critiques to Brandon.	All Group Members	9/23/2011
Submit completed critique.	Brandon	9/24/2011

25 MINUTES

ADVANCED PRACTICE (CLINICAL)
BECK VIDEO QUESTIONS

DISCUSSION	Ten questions from the Beck video are required to be completed by each group and posted. Delegation of the ten questions amongst group members is needed.	
CONCLUSIONS	Each group member was assigned two questions from the list of ten. Those questions will be answered and sent to Brandon to be submitted.	
ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Complete questions 1 & 2.	Brandon	9/23/2011
Complete questions 3 & 4.	Syletta	9/23/2011
Complete questions 5 & 6.	Mike	9/23/2011
Complete questions 7 & 8.	Amy	9/23/2011
Complete questions 9 & 10.	Lucy	9/23/2011
Send answers to Brandon.	All Group Members	9/23/2011
Submit all answers.	Brandon	9/24/2011
OBSERVERS	None	
RESOURCE PERSONS	Sharon Pittman, Kristie Wilder, Jennifer Nestell	
SPECIAL NOTES	Next meeting scheduled for 9/25/2011 at 2:00 PM.	