

# Group 5 Meeting

## MINUTES

9/25/2011

9:00 AM

DANIELS HALL

<b>MEETING CALLED BY</b>	All group members
<b>TYPE OF MEETING</b>	Project Planning
<b>FACILITATOR</b>	Brandon
<b>NOTE TAKER</b>	Mike
<b>TIMEKEEPER</b>	Mike
<b>ATTENDEES</b>	Amy, Brandon, Lucy, Mike, Syletta, Sharon, and Kristie

### Agenda topics

40 MINUTES

ADVANCED PRACTICE (ADMINISTRATION)  
DETERMINATION OF PROJECT FOCUS GROUP

<b>DISCUSSION</b>	A target group is necessary for the implementation of the financial management program. The community served by the Oak Project in Chattanooga is available for this. This community consists of a group of single parent low-income families that are consistent participants at the Oak Project. Brandon is closely connected to the Oak Project and has obtained permission for Group 5 to implement this project there. The option of using the Oak Project community as the focus group for the project was submitted and voted on within the group.	
<b>CONCLUSIONS</b>	Group 5 voted on utilization of the Oak Project community as the focus group for the project. It was decided that the Oak Project community would be used as the focus group.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
No responsibilities assigned.		

40 MINUTES

ADVANCED PRACTICE (ADMINISTRATION)  
CHANGE IN PROJECT TIMELINE

<b>DISCUSSION</b>	Previous timeline structure has been found to be inappropriate for the present project. Clarification of the specific exercises that are required as a part of the project were given by Sharon and Kristie. These were the Stakeholder Analysis, Systematic Review, Logic Model, and Community Assessment. Due to the change in time and resources needed to complete these portions of the project, a change to the timeline is needed.	
<b>CONCLUSIONS</b>	The group agreed to change the dates for the Logic Framework, Community Assessment, and Stakeholder Analysis to be completed. The new dates for each of these exercises are listed under "Action Items".	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Stake Holder's Analysis	Amy	10/14/2011

Logic Framework	Brandon	10/24/2011
Systematic Review	Mike	11/07/2011
Community Assessment	Syletta	12/04/2011

1.5 HOURS

ADVANCED PRACTICE (ADMINISTRATION)  
STAKEHOLDER ANALYSIS

<b>DISCUSSION</b>	Specific portions of the Stakeholder Analysis should be delegated. Due to contact with the stakeholders being needed initially, it may be beneficial to perform interviews with leadership at the Oak Project and with some of the participants.	
<b>CONCLUSIONS</b>	It was decided that although interviews are needed for the community/needs assessment, these will be done early as a part of the stakeholder analysis. Brandon will perform interviews with the leadership at the Oak Project and Mike will interview participants selected by the leadership of the Oak to determine the needs of the participants. The findings of the interviews will then be sent to Amy and Lucy. Lucy will develop a survey to provide to the Oak Project participants to further determine needs and services that are appropriate to them. Surveys will then be collected and given to Amy to add to the Stakeholder Analysis.	
<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
Interview director and administrator at the Oak Project.	Brandon	10/1/2011
Interview participants of the Oak Project selected by leadership.	Mike	10/4/2011
Interview findings will be given to Amy and Lucy.	Brandon & Mike	10/4/2011
Survey for Oak Project participants will be drafted.	Lucy	10/6/2011
Survey will be given to the Oak Project participants.	Brandon	10/8/2011
Results of survey will be collected and given to Amy	Mike	10/9/2011
Amy will complete Stakeholder Analysis	Amy	10/14/2011

<b>OBSERVERS</b>	None
<b>RESOURCE PERSONS</b>	Sharon Pittman, Kristie Wilder, Jennifer Nestell
<b>SPECIAL NOTES</b>	At next meeting the group will discuss the results of the interviews and survey.