

Sample Agenda to Determine Next Steps for Data Collection

Meeting Title: Convening to discuss metrics and potential supplemental data sources

Meeting Objectives:

- Mobility Coalition members will share and discuss their responses to the metrics data.
- Mobility Coalition members will discuss implications, gaps, potential avenues for additional data, and decide on next steps.

Time	Activity	Facilitator
X:00 – X:20 (20 minutes)	Round robin introductions & sharing of Key Takeaways <ul style="list-style-type: none"> ▪ Present an overview of the agenda & the goals of the meeting. ▪ Ask everyone to share their main takeaways from their responses to questions 1–3 on the “Data Review” worksheet. 	<i>Choose a facilitator best suited to share each component of the agenda.</i>
X:20 – X:30 (10 minutes)	<ul style="list-style-type: none"> ▪ Have participants share their questions about the metrics. ▪ Facilitate open discussion of potential answers. Note any discussion of gaps or lack of insight—these are areas that can be informed by additional data collection. 	
X:30 – X:45 (15 minutes)	Discuss the additional data sources that each member noted in their worksheet (question 5). <ul style="list-style-type: none"> ▪ Keep note of which sources can (a) best inform the metrics and conditions on the ground, and (b) be collected in a reasonable time frame. 	
X:45 – X:55 (10 minutes)	Assign individuals who will be responsible for collecting the supplemental data.	
X:55 – Y:00 (5 minutes)	Determine whether you will need additional meetings to clarify roles or flesh out goals. Discuss who will need to be present for these follow-ups. <ul style="list-style-type: none"> ▪ Identify who will schedule the additional meetings. 	

After the meeting:

- The Data Lead or assigned facilitator should send around meeting notes, including assigned data collection plan and responsibilities, and any dates for future meetings.
- The Data Lead or facilitator should follow up on all agreed action items with the people responsible or check in with the person who will be doing follow-up.