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.

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<th>Time</th>
<th>Activity</th>
<th>Facilitator</th>
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| X:00 – X:20 (20 minutes) | Round robin introductions & sharing of Key Takeaways
  - 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. | Choose a facilitator best suited to share each component of the agenda. |
| X:20 – X:30 (10 minutes) | 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).
  - 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.
  - 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.