

Family Engagement Team Meeting – Quarter 3 Agenda

Meeting Title: Family Engagement Team Meeting

Date: January 29, 2025

Time: 9:00 AM

Facilitator: Andrea Espinoza

Location: Zoom

1. Welcome & Introductions

- Greeting and sign-in
- Review meeting objectives

2. Purpose of the Meeting

- Overview of goals: Develop family focus group questions and plan strategies for family recruitment for upcoming focus groups.

3. Focus Group Question Development

- Review draft focus group questions
- Ensure alignment with family engagement goals
- Discuss clarity and cultural responsiveness
- Action Item: Finalize questions and prepare translation if needed

4. Family Focus Group Recruitment Plan

- Review and refine recruitment strategies
- Discuss outreach methods (flyers, communication platforms, personal invitations, community partners)
- Action Item: Implement recruitment plan using selected tools

5. Next Steps

- Finalize focus group questions
- Begin active recruitment for focus groups
- Prepare logistics for focus group sessions

6. Closing

- Review action items
- Confirm next meeting date/time
- Adjourn