

	
	Meeting Topic: MFP Operational Processes
	Date: Wednesday, February 28 th , 2007
	Time: 1:00-3:00pm
	Location: Lazarus Government Center Room A501 (across from the 5 th floor elevators)

Meeting Attendees:	Work group members – see sign-in list
Purpose of Meeting:	Ohio MFP Demonstration – Operational Processes Work Group – continue discussion of conceptual framework for operational processes

AGENDA ITEMS:

Time	Topic	Discussion Lead
10 minutes	Check In – introductions, agenda, meeting purpose	Kelley Scott
10 minutes	Updates - follow up items from 2/6 meeting, operational protocol/financial reporting requirements	Kelley Scott, Erika Robbins
20 minutes	Understanding web portal/web interface possibilities	Keith Krautter
25 minutes	Understanding other system capacity (e.g. MACSYS, SAMS)	Sister Agency Staff
30 minutes	Brainstorm participant lifecycle flow	All
15 minutes	Scope of work – operational protocol/financial reporting requirements, charter additions, workgroup timeline	Kelley Scott
10 minutes	Check Out – action items, next agenda	Kelley Scott



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Action Item	Person Responsible	Deadline