
	
	Meeting Topic: Workforce Development Workgroup
	Date: May 3, 2007
	Time: 1:00 – 4:00pm
	Location: Air Center Room M152

Meeting Attendees:	
Purpose of Meeting:	Workforce Development Workgroup - MFP

AGENDA ITEMS:

Time	Topic	Discussion Lead
10 minutes	Check In – introductions, review agenda, review and approve meeting minutes	Work Group Lead
5 minutes	Updates on administrative items (website etc.)	Work Group Lead
15 minutes	Career Lattice Model overview	Work Group Lead
60 minutes	Begin narrowing down/condensing list of factors with recommendations as discussed on 4/19	All
15 minutes	<i>BREAK</i>	
45 minutes	Continue/finish condensing list of factors with recommendations; discuss next steps	Work Group Lead/All
10 minutes	Discuss next steps/Review timeline	Work Group Lead/All
20 minutes	Check Out – action items, next agenda Evaluate meeting	Work Group Lead/All
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Meeting Notes:

Action Item	Person Responsible	Deadline