

Mapping Tool Advisory Committee

9:00am-11:00 am, February 17, 2023

Join Via Webex: <https://uconn-cmr.webex.com/uconn-cmr/j.php?MTID=m5389fc4a4b7a67ee934a82f577c2b275>

Or call in (audio only): 1-415-655-0002 Access code 2624 151 8275 # attendee number: none, just press pound

Key objectives for this meeting:

- Design the upcoming public forums and materials to be user-friendly
- Design the upcoming public forums to get useful feedback to improve the tool

Handouts:

- Draft Factsheet
- Draft agenda for the forums

9:00- 9:05	Welcome and Roll Call
9:10-9:20	Preparing for forums <ul style="list-style-type: none"> - The goal of the forums - The audience and locations - Review of the draft agenda for forums - How the forums can be designed to reach the goals - Edits on the forum agenda
9:20-9:50	Reaching the audience and users <ul style="list-style-type: none"> - Design a workshop activity to explain the tool. - Design of the meeting considering language barriers and time limits
9:50-10:25	Designing forum materials <ul style="list-style-type: none"> - Review of the information sheet of the session - Review the of fact sheet for the users - Review of forum flyers - Any other material preparation
10:25-10:55	Preparing discussion questions for the forum
10:55-11:00	Next meeting