

MDOS Steering Committee Meeting Minutes

2022 December 13, 1:00 p.m. ET

Agenda

1. Focus group update
2. Other announcements/updates

Attendance

Present

- Adolph, Bailey (Member, 2022-2023)
- Bailey-Tomecek, Christy (Social Media Coordinator, 2020-2023)
- Friedman-Shedlov, Lara (Co-Chair, 2021-2024)
- Johnson, Randi (Member, 2020-2023)
- Rosier, Julie (Web Liaison, 2022-2025)
- Russano-Simpkins, Danielle (Member, 2022-2025)*
- Serrao, Jessica (Incoming Co-Chair, 2022-2025)
- Shallcross, Mike (Immediate Past Co-chair, 2020-2023)

*Minute-taker

Absent

- Diakonenko, Evgenia (Education Coordinator, 2022-2025)
- Murphy, Edwina (Member, 2021-2024)

Minutes

1. Focus Group Update
 - a. Chat, responses from volunteers, 21 so far, will nail down some potential times
 - b. Doodle Polls (send out) possibly January
 - c. Send out survey of who can attend from steering committee (maybe 6)
 - d. Meet mid-January/early February to review information received
 - e. Draft consent forms for participants; telling them the sessions are recorded
 - f. Go through list again for doubles for note-taking or other project tasks
 - g. Work out a time for meetings, 2 or 3 ideal focus group sessions (5-6 people in each session). Will make a form to send them for availability with options for possibly 3 morning sessions and 3 afternoon sessions

- h. Sent out last minute invite for sessions
 - i. Possibly other sub-committee members for
 - i. Consent part of communication going out using templates for focus groups. Jessica will link to this under supplemental materials
 - j. When we nail down possible dates for the focus groups, committee members can volunteer as note takers if available
2. Other announcements/updates
 - a. Julie's [DLF reflection blog/tweet](#)
 - b. Blog post to DLF account to retweet for people to follow the thread
 3. The next meeting is scheduled for **Tuesday, January 10, 2022**

Supplemental Materials

Focus Group Consent Form example from Clemson. Jessica added this to the MDOS Mission/Focus Review folder in Drive. (*link redacted*)