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)*