**Agenda**

1. **Welcome and Introductions (11:30 – 11:40 a.m.)**
2. **Cohort Development**
3. **Review Charter Purpose Statement (11:40 – 11:50 a.m.)**

This should answer two questions: what problem is the Cohort facing and what would be an acceptable outcome? Current: *The Cohort will seek opportunities to increase communication and promote shared learning in RHP 8 with an overall focus on project sustainability.*

1. **Review DY5 Focus Rankings, Select Goals, Aims, and Outputs**

**(11:50 a.m. – 12:30 p.m.)**

The Cohort should develop 1-3 overall goals, with 1-2 related aims, and 1-3 related outcomes. The goals need to be clearly defined. Examples: See current charter. Outcomes should include any documents (print/digital) the Cohort hopes to develop and share with others, along with an expected target date for completion. The output should include the documents and a process that verifies the outputs are in place. Example: *Create and disseminate RHP 8 county-based resource guide used to identify services offered by both RHP 8 Providers and other community organizations by January 1, 2015.*

**Break (12:30 – 12:40 p.m.)**

1. **Next Steps (12:40 – 1:30 p.m.)**
2. Summarize DY5 goals and identify plan of action
3. Upcoming meeting discussions:
   1. March (Spring break week/TAMHSC Anchor offices closed; Learning Collaborative March 24)
   2. April (April reporting)
   3. May (Location TBD)
4. Review modes of contact: Google Group, email, etc.
5. Select “spokesperson” for Cohort update for RHP 8 bi-weekly conference call scheduled for Thursday, March 10 at 10 a.m.
6. RHP 8 Interactive Tool demonstration and use example
7. Adjourn

**Action Items**

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| **Person Assigned Task** | **Task** | **Date to be Completed** | **Status: Completed/ Not Complete** |
| Anchor | Type up meeting minutes | 2/22 |  |
| Co-facilitators | Send out meeting minutes | 2/24 |  |
| Anchor | Collect and manage team documents: purpose, goals/aims, charter, outputs | 2/26 |  |
| TBD | Serve as “spokesperson” for monthly call on Thursday, March 10 | 3/10 |  |
| Co-facilitators/ Anchor | Determine agenda and materials for March Cohort meeting | TBD |  |
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**Meeting Log**

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| **January 20, 2016** | DY5 Initial Cohort kick-off meeting (11:30 a.m. – 1:30 p.m.) |
| **February 18, 2016** | Draft Cohort Charter with goals and aims for DY5 (11:30 a.m. – 1:30 p.m.) |
| **March 17, 2016** | TBD – spring break (March 24th TAMHSC meetings in Round Rock) |
| **April 21, 2016** | @ Bluebonnet Trails (11:30 a.m. – 1:30 p.m.) |
| **May 19, 2016** | Location TBD – TAMHSC location reserved if a provider cannot host (11:30 a.m. – 1:30 p.m.) |
| **June 16, 2016** | @ Bluebonnet Trails (11:30 a.m. – 1:30 p.m.) |
| **July 21, 2016** | @ Bluebonnet Trails (11:30 a.m. – 1:30 p.m.) |
| **August 18, 2016** | @ Bluebonnet Trails (11:30 a.m. – 1:30 p.m.) |
| **September 15, 2016** | @ Bluebonnet Trails (11:30 a.m. – 1:30 p.m.) |