**Agenda**

1. **Welcome and Introductions**
2. **Review Meeting Minutes and Action Items from Last Meeting**

**Action Items – 9/24 Meeting**

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| **Person Assigned Task** | **Task** | **Status: Complete/ Not Complete** |
| Joey & Alexis | Type up & share meeting notes with attendees | COMPLETE |
| Crissy | Serve as “spokesperson” for the bi-weekly call, 9/30 | COMPLETE |
| Jennifer | Update Team Charter | COMPLETE |
| Crissy | Schedule and organize next cohort meeting | COMPLETE |
| Crissy | Remove Access to Care information on the resource list | TBD |
| Crissy | Find out who has not turned in their portion of the resource list | TBD |
| Jennifer | Share information for RHP 2 BH conference calls**Details:** Occurs every 3rd Thursday of the month; 2-3 p.m.; Phone: 1-877-226-9790; Participant Code: 3535427 | COMPLETE |
| All Members of Cohort | View their information on the resource list and report changes to Crissy in order to stay updated | Continuously |
| All Members of Cohort | Report any updated Contact information to Jennifer | Continuously |
| All Members of Cohort | Think of what will be helpful to everyone for the next RHP 8 Learning Collaboration | Continuously |

1. **Cohort Communications**
2. Update on Cohort structure and leadership
3. Reminder, to use the Google group, the email address to send so that emails are disseminated to entire group: rhp8learn@groups.tamhsc.edu
4. **Cohort Development**
5. Review Team Charter and identify next goals/aims for Cohort to focus
6. Brainstorm new areas the Cohort would like to focus for DY4
7. Discuss opportunities to cross-collaborate with other Cohorts in the State (e.g., RHP 2, 7, 16, 17)
8. **Next Steps/Adjourn Meeting (2:30-2:45)**
9. Decide on next Cohort meeting objectives and date
	1. Different location?
	2. Conference call or in-person?
10. Select “writer” for Cohort blurb to insert into RHP 8 December monthly newsletter
11. Review Action Items
12. Adjourn

**Action Items – 12/3 Meeting**

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| **Person Assigned Task** | **Task** | **Status: Completed/ Not Complete** |
|  | Type up and share meeting notes with attendees |  |
|  | Serve as “writer” for RHP 8 December monthly newsletter |  |
|  | Update team charter |  |
|  | Schedule and organize next Cohort meeting |  |
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