**National Nurse Staffing Task Force**

**Meeting 2: May 16, 2022 6pm-8pm EST, 3pm-5pm PST**

**Attachments:** revised Outcomes, Small Group assignments, Presentation outline

**OBJECTIVE OF THE MEETING:** By the end of today’s meeting, we will define the Task Force purpose and outcomes, moving from draft to final. The aim is to be future – focused and transformative.

**Agenda:**

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| **ITEM** | **Facilitator** | **Time**  **(end time)** |
| **Identify meeting roles** (this will be a standing agenda item, roles will rotate): Meeting facilitator, Timekeeper, Minute taker (Wendy Cross), Queue keeper, Chat monitor  **Announcements**: TT Press Release, Introductions of those who missed meeting 1- TJC representative | Kendra McMillan | 5 minutes  (6:05pm) |
| Statement of meeting objective | Sherry Perkins | 2 minutes  (6:07pm) |
| “**State of the Evidence**” pertinent to Task Force Purpose and outcomes | Lesly Kelly | 30 minutes (6:37pm) |
| Introduce Revised Outcomes  Relevant document: new DRAFT outcomes sent with the agenda | Sherry Perkins | 2 minutes (6:39pm) |
| Practical Consensus and the activity ahead | Katie Boston-Leary | 15 minutes  (6:54 pm) |
| **Small group work**: each group takes one outcome and refines/reworks it  Relevant document: Small group discussion guide | The team | 26 minutes (7:20pm) |
| **Brief Report-out:**  use Share Screen to show the work, Chat for details as needed | Brian Sims | 10 minutes (7:30pm) |
| Each Participant provide 30 second Key Take home points | Brian Sims | 30 minutes  (8:00 pm) |