

HSS Focus Group Training Working Group (TWG) Subcommittee Meeting
July 10, 2012
9:00 AM – 5:00 PM

| 8:30 a.m. | Meet Visitors at Gazebo | Evan Dunne |
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| 8:00 a.m. | Pre-meeting for Co-Chairs to discuss how Co-Chairs will operate together: <ul style="list-style-type: none"> ➤ Roles and Responsibilities ➤ Co-Chair Conference Calls ➤ Working Group Calls ➤ Meetings, etc. | Pete Stafford, Julie Johnston, Karen Boardman |
| 9:00 a.m. | Co-Chairs meet with TWG Subcommittee (HAMMER, NTC, NIEHS) <ul style="list-style-type: none"> ➤ Discuss Expectations of Subcommittee | ALL |
| 10:00 a.m. | Review charter and discuss roles and responsibilities | ALL |
| 12:00 noon | LUNCH | |
| 1:00 p.m. | Review Recent Activities <ul style="list-style-type: none"> ➤ OR Visit ➤ NIEHS Trainer's Exchange ➤ Sandia Learning Workshop, etc. | ALL |
| 2:00 p.m. | Discuss potential projects/involvements <ul style="list-style-type: none"> ➤ Discuss Rad Worker Initiative ➤ Discuss Other Possible Initiatives such as HAZCOM ➤ Identify other existing groups to work with such as DOE/NNSA Learning/Training Teams, etc. | ALL |
| 3:00 p.m. | Identify Potential Projects, Team Leads, and Deliverables | ALL |
| 5:00 p.m. | Adjourn | |
| 6:00 p.m. | Dinner on your own or at some venue suitable to the group | |

HSS Focus Group Training Working Group Meeting
July 11, 2012
8:00 AM – 5:00 PM

| 7:30 a.m. | Meet Visitors at Gazebo | Evan Dunne |
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| 8:00 a.m. | Review Charter and Discuss Roles and Responsibilities Review TWG Subcommittee Recommended Initiatives Agree Upon Initiatives | ALL |
| 10:30 a.m. | Divide into Project Teams and Develop Project Plans | Small Groups |
| 12:00 noon | LUNCH | |
| 1:00 p.m. | Complete Project Plans | Small Groups |
| 2:30 p.m. | Brief Project Plans | ALL |
| 4:00 p.m. | Action Items and Next Steps | ALL |
| 5:00 p.m. | Adjourn | |