

**FFSL INTERIM WORKGROUP MEETING  
November 10, 2003**

**Grand Vista Hotel, 999 Enchanted Way, Simi Valley, CA**

**AGENDA**

**Meeting Objectives**

- Provide a summary of concerns identified in the WG member interviews
- Provide process recommendations to improve the quality of the workgroup meetings
- Decide on a plan of action to improve the WG meetings

<b>10:00 - 10:10am</b>	<b>Introductions</b> Process: Round table introductions
<b>10:10 - 10:20am</b>	<b>Facilitator Role &amp; Introduction</b> Facilitator responsibility under the EPA contract is to: 1) interview WG members and evaluate how the workgroup is functioning in meeting the objectives stated in the charter; 2) provide process improvement recommendations and support for implementation, and; 3) provide facilitation for meetings and conference calls.  <i>Goal: Provide a brief overview of facilitator responsibilities</i> <i>Process: Presentation and clarifying Q&amp;A</i>
<b>10:20 - 10:30am</b>	<b>Meeting Objectives</b> <i>Goal: Provide overview of meeting objectives</i> <i>Process: Presentation and clarifying Q&amp;A</i>
<b>10:30 - 11:00am</b>	<b>Summary of Concerns</b> <i>Goal: Provide an overview of concerns identified in WG interviews</i> <i>Process: Presentation, handout, and clarifying Q&amp;A</i>
<b>11:00 - 11:10am</b>	<b>BREAK</b>
<b>11:10am - 12:00pm</b>	<b>Process Recommendations</b> <i>Goal: Present process improvement recommendations</i> <i>Process: Presentation and clarifying Q&amp;A</i>
<b>12:00 - 1:00pm</b>	<b>LUNCH</b>
<b>1:00 - 2:45pm (includes break)</b>	<b>Action Plan to Implement Changes</b> <i>Goal: Identify an action plan for implementing agreed upon changes</i> <i>Process: Group discussion and decision</i>
<b>2:45 - 3:00pm</b>	<b>Wrap up &amp; Action Items</b>