



July 31, 2017 | 10 AM to 1 PM (Lunch provided)

**Meeting Location:**

Washington Student Achievement Council  
919 Second Floor Conference Room  
917 Lakeridge Way SW  
Olympia, WA 98504

**GoTo Meeting option for remote access:**

**Please join my meeting from your computer, tablet or smartphone.**

<https://global.gotomeeting.com/join/335560277>

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United States: +1 (571) 317-3122

**Access Code: 335-560-277**

**Purpose**

To develop the requirements of a statewide online resource designed to help connect potential adult students to educational programs that meet their personal and career goals.

**Meeting objectives**

1. Review examples of tools to help connect adults with education programs.
2. Identify key features and functions of a tool for Washington (e.g. level of interactivity, type of information provided, protocols to share information, etc.).
3. Provide feedback on scope of procurement and development process.

**Agenda**

TIME	TOPIC
10:00 AM	Introductions Review meeting plan: objectives , agenda, roles, ground rules
10:15 AM	Review focus group feedback
10:30 AM	Review example websites
10:45 AM	Discuss potential website features and functions
11:45 AM	Lunch
11:55 AM	Vendor information sharing
12:25 PM	Scope of the tool
12:55 PM	Review outcomes: accomplishments, decisions, assignments