

Hepatitis Free Northern New England (HepFreeNNE) Agenda

January 19, 2023 | 11am-12pm | [ZOOM](#)
Meeting ID: 848 8401 1135 | Passcode: 972630

1/19 Meeting Roles*

Leads	Bronwyn – <i>Facilitator, Proj, Mgr.</i> Chloe - <i>Monitor the chat</i> Kelly - <i>Monitor hands-raised</i>
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- 1) **Housekeeping** (~5 minutes)
 - Recording on
 - Meeting roles plus using chat & hand-raising
 - Note about meeting guidelines/ground rules etc.
 - Chat & hands-raised
 - Evaluation
- 2) **Welcome and Introductions** (~25 minutes)
- 3) **Introduction to select guiding documents** (~10 minutes)
 - [Four Groups, One Plan: Roles & Responsibilities Matrix](#)
 - [HepFreeNNE Steering Committee Charter](#) [DRAFT]
 - [HepFreeNNE Steering Committee Meeting Guidelines](#) [DRAFT]
- 4) **Group Exercise: Logging into SharePoint & Folder Navigation** (~10 minutes)
- 5) **Review action items for our next meeting on February 2** (~5 minutes)
 - **All members:** Make sure you can log into the HepFreeNNE folder (Maine SharePoint)!
 - *Contact Chloe (Chloe.Manchester@maine.gov) if you are having access issues.*
 - **All members:** Review the draft Steering Committee Charter & and the draft Meeting Structure document. Critique; make comments.
 - *Contact Bronwyn (Bronwyn.M.Barnett@dhhs.nh.gov) if you have general questions about the documents and/or need technical support for making comments.*
 - **All members:** Add your 3-5 sentence bio to the [Steering Committee Member Bios.docx](#) document.
- 6) **Wrap up** (~5 minutes)
 - a. Assign roles for the next meeting
 - b. Any Other Business (Parking Lot)
 - c. Evaluation reminder

Next meeting: February 2, 2023 @ 11am via ZOOM.