**Check in meeting agenda template**

**Sub-recipients or contractors meet with DOHMH Program Managers** on an agreed upon schedule to provide program updates by following this agenda:

* 1. Introductions (as needed)
  2. Deliverable updates
  3. Challenges with meeting due dates
  4. Other logistical or content issues affecting the program (e.g., real world events causing a change in the SOW, numbers of facilities enrolled vs the target number, etc.)
  5. Current invoicing and related issues
  6. Status of any deliverables slated for DOHMH program evaluation or supporting HPP requirements, including data collection and anecdotal updates on progress.
  7. Upcoming events
  8. See below for a table sub-recipients or contractors should provide to DOHMH Program Managers for program management update meetings. Sub-recipients or contractors complete this and send it to Program Managers ahead of meetings.

**Deliverable update example (table format) for sub-recipient and contractor meetings with DOHMH Program Managers**

| **Program/**  **contract** | **DOHMH PM** | **Deliverable** | **Status**  **(draft, with DOHMH, etc.)** | **Challenges** | **Programs impacted by deliverable** |
| --- | --- | --- | --- | --- | --- |
| TA | Darrin | All Hazard TA EM session | 17 requests to be scheduled | N/A | TA |
| **Hazard Specific Training:**  **BP1** | Darrin | BP1 2.D.2.b Final Behavioral Health training materials | IMS to submit revised final pending Mental Health input | N/A | Hazard Specific Training |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |