



**Outcomes for Opportunity Initiative
Virtual Kick-Off
October 28th from 9a - 11a ET
Location: <https://jff.webex.com/meet/jcopus>**

Meeting Outcomes:

- Help [Workforce Development Board] understand what to expect from this project
- Create internal cohesion around the project workflow, goals, and vision
- Tee up deep dive workshop
- Understand next steps
- Clarify any logistics/roles/funding questions

External Attendees: Various representatives from JFF and Brighthouse

Kick-Off w/Leadership Team at [Workforce Development Board]

Minimum Group: [Required attendees]

9:00 AM - 9:30 AM: Welcome & Shared Vision of the Project

- View from JFF and BrightHive (Josh/Autumn) - 10 mins
 - Why is this important work?
 - Why this team?
- View from [Workforce Board] - 20 mins
 - Why did [Workforce Board] decide to participate?
 - Get to know the team
 - How and where does this work fit into [Workforce Board] organizational strategy?

9:30 AM - 10:15 AM: Review Readiness Assessment

- Reflections from the readiness assessment.
- What sticks out? Any top-level challenges and opportunities that emerged from pre-survey?
- What's the 'big picture?' and how [Workforce Board] will help lead the way.

10:15 AM - 10:20 AM: Break if needed

- Consider for the next meeting - what other use cases might your team imagine?



10:20 AM - 10:50 AM: What We're Building Towards

- Pillars of the Work (Eshwar)
- Data governance (Autumn)
- Review the data needed to meet the use cases - what is currently available, what is not?
- How these pieces fit together (Eshwar and Autumn)

10:50 AM - 11:00 AM: What Comes Next

- What do you want to get out of this? (Josh & Eshwar)
- What is collaboration going to look like?
- What work is going to be required?
- Other partners or external stakeholders we need to talk to before our next meeting?

11:00 AM: Adjournment