

## **Appendix I**

### **Sample Agency Meeting Agenda Electronic Government Information Products Assessment**



**Sample Agency Meeting Agenda  
Electronic Government Information Products Assessment**

**Meeting with Health and Human Services Agency  
Representatives and Product Respondents**

**Tuesday, September 15, 1998  
9:15 a.m.**

9:15	Introductions	Westat, NCLIS, and HHS Personnel
9:25	Background and Purpose of the Meeting	Westat and NCLIS
9:30	General Questions and Answers <ul style="list-style-type: none"><li>• Sections A and B on the Questionnaire</li></ul>	Westat, NCLIS, HHS Personnel
10:00	Q and A to Sections C and D <ul style="list-style-type: none"><li>• Review Data Collection Procedures</li></ul>	NCLIS, Westat, HHS Personnel
10:30	Break	
10:45	Agency Discussion Questions (Discussion questions posted on NCLIS web site)	Westat and HHS Personnel
11:45	Adjournment	

