# **[Grant Program Name] Technical Assistance Check-in Agenda**

 **DATE:**

**AGENCY ATTENDEES:**

**TA TEAM ATTENDEES:**

|  |  |  |
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| **AGENDA** | **START TIME** | **LEAD** |
| Admin Items[This is a good standing item to have regular touchpoints on invoicing, budget, contract amendments or modifications, etc.] | X:00  |  |
| Programmatic Updates & Flags[This is a placeholder to discuss how outreach and/or TA delivery is going, identifying any changes needed or common barriers or challenges being experienced across TA recipients and how to address those.] | X:15  |  |
| Communications [Is there any recent program success? This is an opportunity to regularly coordinate promoting program milestones and learnings through social media or any upcoming program deliverables]. | X:45  |  |
| Misc. Items | X:00  |   |

**NOTES:**