

CCRP Focus Group Agenda

Introduction - 9:00AM (10 Minutes)

- Greetings
- State the purpose of the focus group.
- How the focus group works.
- State the ground rules of the session

Discussion - 9:20AM (1 Hour and 20 Minutes)

1. Please talk about eligibility list accuracy.
2. Please talk about the program timeline for when to purchase.
3. Please talk about selecting eligible faculty for purchase.
4. Please talk about collecting machine choices.
5. Please talk about building orders in the dashboard.
6. Please talk about subsidy application, billing and invoices
7. What do you need and want from this program (information wise)?
8. Generate options for solutions to these problems.

Wrap-up - 10:40AM (20 Minutes)

- Do you have any further questions for us?
- Thank you for participating today.