

## YEP: Research Group Meeting Agenda

### Meeting 4 - Individual Data Collection

#### Meeting Objectives:

- Talk about data collection activities
- Brainstorm people and documentation that can help us learn about your policy win
- Discuss interview questions

#### Meeting Documents

- Slides

Time	Item & Notes
<b>10 minutes</b>	<p><b>Welcome &amp; Teambuilding</b></p> <ul style="list-style-type: none"> <li>• What is a movie you think everyone should watch at least once?</li> </ul> <p>Updates from Child Trends:</p> <ul style="list-style-type: none"> <li>• Each grantee will have a point of contact from the Child Trends team for data collection</li> <li>• You may also get emails from [staff name]!</li> <li>• What is the best way to contact you about scheduling, invoices, etc.?</li> </ul>
<b>5 minutes</b>	<p><b>Data Collection Activities Review</b></p> <ul style="list-style-type: none"> <li>• Quick reminder of what our data collection activities will be</li> </ul>
<b>15 minutes</b>	<p><b>Brainstorm Interview Participants</b></p> <ul style="list-style-type: none"> <li>• Ground ourselves in your policy win</li> <li>• Reminder of the research questions guiding what we want to learn from interviews</li> <li>• Example of who the five data collection events could be with and react/discuss what works for you</li> <li>• Start brainstorming people and roles we should talk to in interviews</li> </ul>
<b>15 minutes</b>	<p><b>Brainstorm Documentation of Policy Win</b></p> <ul style="list-style-type: none"> <li>• What is document review?</li> </ul>

If you have questions about the [Authentic Youth Engagement in Policy Project](#), please contact co-Principal Investigators Amy McKlindon at [amcklindon@childtrends.org](mailto:amcklindon@childtrends.org) and Samantha E. Holquist at [sholquist@childtrends.org](mailto:sholquist@childtrends.org).

This study is supported by the Conrad N. Hilton Foundation through its Foster Youth and Opportunity Youth Initiatives.

	<ul style="list-style-type: none"> <li>• Ground ourselves in your policy win</li> <li>• Reminder of the research questions guiding what we want to learn from document review</li> <li>• Examples of documentation that could be reviewed</li> <li>• Start brainstorming documentation we could review</li> </ul>
<p><b>10 minutes</b></p>	<p><b>Small Group Interview Questions</b></p> <ul style="list-style-type: none"> <li>• In our last full group meeting, we ended with an activity brainstorming interview questions related to each research question. We'll spend 10 minutes focused on one research question and talk through the following:             <ul style="list-style-type: none"> <li>○ Do you have any interview questions to add?</li> <li>○ If you had to choose 2-3 questions that are the most important to ask, what would they be?</li> </ul> </li> </ul>
<p><b>5 minutes</b></p>	<p><b>Wrap Up &amp; Next Steps</b></p> <ul style="list-style-type: none"> <li>• <b>Child Trends will:</b> <ul style="list-style-type: none"> <li>○ Send a recap of what we brainstormed in Miro about people to talk to and documentation to review.</li> <li>○ Share an email template you can use to ask people if they're willing to participate and be contracted by Child Trends.</li> </ul> </li> <li>• <b>You will:</b> <ul style="list-style-type: none"> <li>○ Share these with any other staff who may need to weigh in.</li> <li>○ Let us know if we need to schedule a follow up meeting with them.</li> <li>○ Start sending documentation and introduction emails. Let us know who might need to review your case study.</li> </ul> </li> <li>• <b>Data collection:</b> We hope to schedule and complete interviews by the end of September.</li> </ul>