**General Meeting information:**

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| --- | --- |
| **Facilitator’s Name** |  |
| **Facilitator’s Email** |  |
| **Note-taker’s Name** |  |
| **Note-taker’s Email** |  |
| **Meeting Date** |  |
| **Meeting Location** |  |
| **Number of Participants** |  |
| **Length of Meeting** | **30 minutes  60 minutes  90 minutes** |
| **Who Participated? (check all that apply)**  **Parents Service Providers Philanthropic Organizations Community Leaders Other**  **Notes:** | |
| **Meeting Topic (please submit notes for each topic separately):**  **Early Intervention  Home Visiting  Preventative Care**  **Child Care Assistance/Subsidy  Availability of High Quality (I/T) Child Care**  **Notes:** | |

**Please insert the questions from the Toolkit that were asked and the participant responses below (add additional boxes as needed):**

|  |
| --- |
| Question: |
| Responses: |
| Question: |
| Responses: |
| Question: |
| Responses: |
| Question: |
| Responses: |
| Question: |
| Responses: |
| Question: |
| Responses: |
| Were there any questions that the group had that need follow up support? |
|  |

**Please indicate the Policy Solution from the Toolkit that the group discussed, the questions asked, and the participant responses below (add additional boxes as needed):**

|  |
| --- |
| Policy Solution: |
| Question: |
| Responses/Reactions: |
| Question: |
| Responses/Reactions: |
| Question: |
| Responses/Reactions: |
| Question: |
| Responses/Reactions: |
| Policy Solution: |
| Question: |
| Responses/Reactions: |
| Question: |
| Responses/Reactions: |
| Question: |
| Responses/Reactions: |
| Question: |
| Responses/Reactions: |
| Policy Solution: |
| Question: |
| Responses/Reactions: |
| Question: |
| Responses/Reactions: |
| Question: |
| Responses/Reactions: |
| Question: |
| Responses/Reactions: |
| Were there any questions that the group had that need follow up support? |
|  |
| What additional policy ideas did the group have? |
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| Do you have any suggestions or feedback that you would like to share with us? |
|  |

**Thank you for your support of Michigan’s Prenatal-to-Three Initiative**

**your insights and ideas are appreciated!!**

**Please submit your responses at:** [www.ecic4kids.org/p3action](https://www.ecic4kids.org/p3action)