



**Great Lakes Commission and  
NOAA – Coastal Services Center  
Needs Assessment**



**Planning Team Meeting Agenda**

February 13, 11:00AM to 5:00 PM and February 14, 8:00 am to 12:00 pm

Great Lakes Commission Offices Ann Arbor  
2805 S. Industrial Hwy – Suite 100  
Ann Arbor, Michigan 48104  
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**February 13<sup>th</sup> 11:00 AM – 5:00 PM**

- 11:00 AM Introductions  
Overview of meeting objectives  
12 Steps of Needs Assessment
- 11:30 AM NOAA-CSC and GLC:  
Overview of services/ products/  
projects each organization  
provides
- 12:30 PM Issue areas/needs defined:  
(*working lunch/Lunch Provided*)
- Ports and navigation
  - Coastal communities development
  - Information integration and distribution
- 2:00 PM Break out into issue area groups:
- In depth discussion of needs, actions, and identification of who should implement the actions
  - Prioritize needs and actions
- 3:00 PM Break/Snacks  
Continue discussion in issue area groups
- 4:30 PM Re-convene and report back to groups
- 5:00 PM Adjourn

**February 14<sup>th</sup> 8:00 AM – 12:00 PM**

*Continental Breakfast Provided*

- 8:00 AM Target Audience Discussion
- 8:30 AM Data Collection Strategies
- 9:00 AM Break out into issue area groups:
- Refine the audience
  - Decide on data collection method
- 10:00 AM Re-convene and report back to groups:
- 11:00 AM Wrap up discussion, next steps
- Roles and responsibilities of team members
  - Assistance in review and testing of survey instruments
  - Next meeting May 8-9 to review Draft Needs Assessment
- 12:00 AM Adjourn