**TEXAS ENA MEETING AGENDA**

 **[Work Team/Committee Name]**

**April 21-22, 2011 Meeting**

**Work Team Members**

Fred Jones, RN, MSN, CEN *Chairperson*

Susan Smith, RN, BSN, CEN

Jacob Williams, RN, MSN, FNP-BC, FAEN

**Board Liaison**

Bob O’Reilly, RN, MSN, CEN, FAEN

**Staff Liaisons**

Sarah Zielinski, RN, PhD, *Director of Research*

Robert Garcia, MPH, *Senior Research Associate*

Kim Patel, *Senior Administrative Assistant*

**AGENDA**

**Thursday, April 21, 2011: 12:00 p.m. – 4:00 p.m.** (Working lunch provided by ENA)

1. Welcome/Review Roster/Approve Minutes (12:00 – 12:15) **Jones**
2. Review Charges (12:15 – 12:30) **Jones**
3. Insert Text Here (12:30 – 2:30) **All**
   1. Insert Text Here
      1. Insert Text Here
      2. Insert Text Here
   2. Insert Text Here
   3. Insert Text Here

**BREAK** (2:30 – 2:45)

1. Insert Text Here (2:45 – 4:00) **All**

**Friday April 22, 2011: 8:00 a.m. – 4:00 p.m.** (Lunch provided by ENA)

1. Insert Text Here (8:00 – 9:00) **All**
2. Insert Text Here (9:00 – 10:15) **All**

**BREAK** (10:15 – 10:30)

1. Insert Text Here (10:30 – 12:00) **Smith**

**LUNCH** (12:00 – 12:45)

1. Insert Text Here (12:45 – 2:45) **All**

**BREAK** (2:45 – 3:00)

1. Insert Text Here (3:00 – 3:30) **Jones**
2. Next Steps/Action Items (3:30 – 4:00) **Jones**
3. Complete Assignments Table
4. Adjourn (4:00)

**Assignments Table**

|  |  |  |
| --- | --- | --- |
| **Item** | **Assigned To** | **Due Date** |
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