**[county] Meeting Landscape Tracking Tool**

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| --- | --- | --- | --- | --- | --- | --- |
| Meeting Name | Purpose | Frequency | Who should attend? | \*Level of Importance  (0 – 2) | BOS connection | Key Contact |
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\*Level of Importance: 0 = monitor progress when available; regularly assess; 1 = moderately important-should attend as engagement strategy, but not a requirement; 2 = important-should attend regularly and send designee if absent

Priority Ranking

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| --- | --- | --- | --- |
| Meeting Name | Assigned to? | Designee? | Strategic Goal-*(benefit or desired outcome)* |
| Important |  |  |  |
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| Moderately Important |  |  |  |
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| Monitor |  |  |  |
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