**TRAINING AGENDA**

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| **Meeting details** | **Attendees:** |
| [Meeting name] | [Name] |
| **Day** | [Name] |
| [Day] | [Name] |
| **Date** | [Name] |
| [Date] | [Name] |
| **Location** | [Name] |
| [Location] | [Name] |

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| **Time** | **Activity** | **Supervisor** |
| 8:00 a.m. to 9:00 a.m. | Beginners Session | Mackenzie Howard |
| 9:15 a.m. to 9:30 a.m. | State of E-rate | Mel Blackwell |
| 9:30 a.m. to 10:15 a.m. | Eligible Services | Eric Flock |
| 10:15 a.m. to 10:30 a.m. | **Break** | |
| 10:30 a.m. to 12:00 p.m. | Program Compliance | Catriona Ayer |
| 12:00 p.m. to 1:00 p.m. | **Lunch** | |
| 1:00 p.m. to 2:00 p.m. | Audits | Leslie Frelow |
| 2:00 p.m. to 3:00 p.m. | Myths and Misconceptions | Mackenzie Howard |
| 3:00 p.m. to 3:15 p.m. | **Break** | |
| 3:15 p.m. to 3:45 p.m. | Changes and Corrections | John Noran |
| 3:45 p.m. to 4:00 p.m. | **Questions** | |