



We will consider if extra surveys need be printed, April will check to see if Housing Authority residents received a survey.

**Focus Groups** Meredith led the discussion. It was identified that ideally a group should contain 8-10 people, max. 12. The leader should be trained and all participants should be asked the same questions. (about 20) Meredith offered to train leaders. Meredith and Adele have experience in doing these groups. Four groups were suggested. Questions would reflect the eight domains. Adele sent an email to group suggesting that participants come from public safety people (police, fire) health care, social services and care givers. She felt that groups should be homogenous, Meredith felt that heterogeneous groups worked best. There will be invitations and sign up sheets, groups are likely to meet in the evening. Churches might know of family caregivers. Kathy will have list of people for invitations.

**Data Analysis** Bernadette and Mary Pelletier will figure out the process of scanning the surveys and developing a file. Mary offered to help scan. Sheila and Adele will help also with data analysis. We can scan the surveys at City Hall so that the originals do not leave the building.

### **Aging Simulation Project**

Identified that will be related to building use and not outdoor activity, no definitive plan established.

**Next Meeting** December 12th . 12:30-1:30 Agenda should sharpen plan for focus groups, where when, etc.

Recording

Susan Henderson