

**GAP Task Force Meeting
Hawaii Department of Agriculture
Quality Assurance Division
1851 Auiki St.
Honolulu, Hawaii 96819
June 30, 2014
9:00 a.m. – 4:00 p.m.**

Meeting Purpose: Complete the HI GAP guidelines recommendations

Meeting Goals:

- By the end of the meeting we will have
 - Completed the HI GAP guidelines recommendations and the format of the final report.

Agenda

What	How	Who	Time
<ul style="list-style-type: none"> • Introduction • Honolulu meeting minutes 	<ul style="list-style-type: none"> • Self introductions & sign up • Q & A and revisions 		09:00 AM
<ul style="list-style-type: none"> • Meeting Purpose & Goals 	<ul style="list-style-type: none"> • Introduction of meeting purpose, goals and agenda 		09:30 AM
<ul style="list-style-type: none"> • Complete GAP guideline recommendations 	<ul style="list-style-type: none"> • Review & update work in progress regarding the GAP guidelines and recommendations for a FDA Variance request • Start discussions regarding recommendation of outreach programs, including but not limited to training, implementation, funding channels and other pertinent GAP outreach topics discovered during this discussion. 		10:00 AM
<ul style="list-style-type: none"> • Complete GAP guideline recommendations 	<ul style="list-style-type: none"> • Finalize the HI GAP guidelines recommendations and the format of the final report • Finalize 'next steps' recommendations to be included in the final report 		01:00 PM
MEETING ADJOURNED			4:00 PM