

SAMPLE AGENDA

DATE: _____ TIME: _____ LOCATION: _____

FACILITATOR: _____ NOTE TAKER: _____ TIMEKEEPER: _____

ATTENDEES: _____

ITEMS TO PREPARE FOR MEETING: _____

ITEMS TO BRING: _____

AGENDA ITEMS

	PRESENTER	TIME ALLOTTED
1. Welcome, review of norms, opening announcements	Facilitator	3 min
2. Celebration of month's successes	All	5 min
3. Reports <ul style="list-style-type: none"> Upcoming events, activities, conferences 	Facilitator	3 min
4. Action Plan Goal 1: <ul style="list-style-type: none"> Current Status Review of relevant program/intervention 1: Review of relevant program/intervention 2: Discuss as relevant: <ul style="list-style-type: none"> Training update Data review Problem solving (budget, communications) Next steps and assigning responsibility for 	TBA	20 min
5. Action Plan Goal 2: <ul style="list-style-type: none"> Current Status Review of relevant program/intervention 1: Review of relevant program/intervention 2: Discuss as relevant: <ul style="list-style-type: none"> Training update Data review Problem solving (budget, communications) Next steps and assigning responsibility for 	TBA	20 min
6. Open Forum: other topics/issues	All	5 min
7. Confirm next meeting, action steps to be completed, close	Facilitator	2 min