

# 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"> <li>• Upcoming events, activities, conferences</li> </ul>	Facilitator	3 min
4. Action Plan Goal 1: <ul style="list-style-type: none"> <li>• Current Status</li> <li>• Review of relevant program/intervention 1:</li> <li>• Review of relevant program/intervention 2:</li> <li>• Discuss as relevant:               <ul style="list-style-type: none"> <li>▪ Training update</li> <li>▪ Data review</li> <li>▪ Problem solving (budget, communications)</li> <li>▪ Next steps and assigning responsibility for</li> </ul> </li> </ul>	TBA	20 min
5. Action Plan Goal 2: <ul style="list-style-type: none"> <li>• Current Status</li> <li>• Review of relevant program/intervention 1:</li> <li>• Review of relevant program/intervention 2:</li> <li>• Discuss as relevant:               <ul style="list-style-type: none"> <li>▪ Training update</li> <li>▪ Data review</li> <li>▪ Problem solving (budget, communications)</li> <li>▪ Next steps and assigning responsibility for</li> </ul> </li> </ul>	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