

AGENDA

Who: [Group name]
When: [Date, time]
Where: [Location]

Why/Meeting Purpose: [purpose statement]			
Time	Topic	Outcome	Facilitator
e.g. 5 min OR 1:00-1:05	[Agenda item]	[What will be accomplished in this part of the meeting]	[Who will facilitate the discussion]

Action Item 3W's			
	Who	What	When
1	[person responsible]	[What they will do]	[Deadline for getting it done]
2			
3			

Handouts to facilitate discussions:

1. [handout name]
2. [handout name]