# 2.6 Meeting Agenda

**Purpose:** The Meeting Agenda template can help organize the first and subsequent meetings.

**Directions:** Fill in the top part of the agenda and distribute to all participants. Complete the last third as a group at the end of the meeting.

|  |  |
| --- | --- |
| [Agency Logo Here] | [Partner Logo Here if needed] |

**Agenda**

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| --- |
| Organizing Agency: |
| Date and Time: |
| Facilitator: |
| Facilitator Phone Number: |
| Location: |

|  |  |
| --- | --- |
| **Meeting Attendees – Name** | **Agency/Organization Represented** |
|  |  |

| **Agenda Items** | **Time & Lead** | **Notes/Decisions/Next Steps** |
| --- | --- | --- |
| Review purpose of the meeting and introductions |  |  |
| Discussion questions |  |  |
| Discuss and approve action items |  |  |
| Wrap-up/Next Steps |  |  |
| Evaluate this meeting:  Y/N We stayed on track.  Y/N Everyone participated.  Y/N We achieved the meeting purpose.  Y/N We clarified our next steps.  Y/N Meeting time was time well spent. | One action to be improved for the next meeting: | Plan the next meeting:  Purpose:  Date:  Facilitator:  Notetaker:  Timekeeper: |