

Meeting Name

Date:

Time:

Location:

Preparation/Notes:

- Confirm food & beverage preparation and set up
- Confirm arrangement of tables and chairs
- Gather and organize hand-outs
- Distribute copies of agenda

Attendees:

Facilitator:

Recorder:

Context:

Problem Statement:

Meeting Intent:

Desired Outcomes:

Agenda:

Time	Topic	Process	Topic Leader
12:30	Check-In	Council	Volunteers
12:35		Presentation	
12:45		Discussion	
12:50		Brainstorm	
12:55		Question & Answer	
1:00		Break-Out Sessions	
1:25		Return to Group	
1:27	Check Out	Closing Reflections on Meeting	Volunteers
1:30	Adjourn		

