Meeting Title

Meeting Date

Meeting Time

Meeting Location

Meeting Purpose:

Meeting Agenda: (suggested agenda included below)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| # | Item | Start Time | Lead | Description | Facilitator Notes | Materials |
| 1 | Welcome & Introductions |  |  |  |  |  |
| 2 | Why We’re Here Today |  |  |  |  |  |
| 3 | Agenda Review |  |  |  |  |  |
| 4 | Operating Values |  |  |  |  |  |
| 5 | Housekeeping |  |  |  |  |  |
| 6 | Presentation |  |  |  |  |  |
| 7 | Next Steps |  |  |  |  |  |
| 8 | Questions of Clarification |  |  |  |  |  |
| 10 | Adjourn |  |  |  |  |  |