

Working Group Meeting Agenda Sample & Guiding Questions

SAMPLE MEETING AGENDA	QUESTIONS TO HELP YOU PLAN THE MEETING
<p>1. Meeting goals, welcome, introductions (10 minutes)</p> <ul style="list-style-type: none"> • Review goals of meeting • Introductions (if applicable) • Other general housekeeping items (as needed) 	<ul style="list-style-type: none"> • What do we want to accomplish during this meeting? • Is there anyone new to the group we should introduce? • Are there major developments or elephants in the room that we need to address at the outset? • What other tasks need to be cleared?
<p>2. Review (15 minutes)</p> <ul style="list-style-type: none"> • Decisions made at last meeting • Progress on action items (should reflect follow-up email from the last meeting) • How did we decide to focus our work (i.e., what we will do in the coming months, things we took off the table)? • What new data or information did we see? What did it tell us? 	<ul style="list-style-type: none"> • What decisions did we make during the previous meeting? (note: this language should be consistent with what you put in the follow-up email after the last meeting) • What can we report back on homework assignments? What homework assignments do we have to cover? • What are some exciting accomplishments we've made (success, anecdotal, or quantitative)? • What have we learned in our implementation (e.g., takeaways from focus groups)? What is the status of our strategies and our progress against our implementation plan?
<p>3. Discussion: (70 minutes)</p> <ul style="list-style-type: none"> • Overview of key topics • If applicable, data that inform these topics • Interactive discussion of the key topic (could be in small groups) 	<ul style="list-style-type: none"> • How should we facilitate the discussion to ensure inclusivity? • What are we covering today - what big topics do we have to discuss? • What data do we want to bring to these discussions (e.g., lessons from outreach, new data, findings from initial implementation of ideas, national best practice, etc.)
<p>4. Decision making (15 minutes)</p> <ul style="list-style-type: none"> • Identifying challenges • Agreeing on next steps • Assigning owners to to-dos, including answering research questions, making connections, conducting an interview, etc. • Noting key decisions 	<ul style="list-style-type: none"> • What is our hypothesis on where the group will land? • What challenges do we foresee with this and what can we do now to address them?
<p>5. Closure (10 minutes)</p>	<ul style="list-style-type: none"> • What is an inspiring way to end the meeting?