

# A G E N D A

Meeting Purpose: _____	Date: _____ Starting Time: _____ Ending Time: _____ Location: _____
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Desired Outcomes: _____  _____ _____	Participants: _____  _____ _____
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Roles:            Sponsor: _____ Leader:    _____ Facilitator: _____ Recorder:  _____ Timekeeper: _____ Logistics Coordinator: _____ Other:        _____	
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Pre-Session Preparation:

Time	Topic / Outcomes	Who is Responsible	Materials