

SAMPLE AGENDA
Planning Meeting for Community Event
July 25, 20xx
9:00 – 11:00 a.m.
Conference Room A – Community Center – 1000 Main Street

Meeting Objectives:

- Decide on a theme for the community event
- Identify potential topics and presenters for workshops and identify follow-up actions
- Develop list of community partners and organizations who might be interested in display booths

Expected Attendees: Mary Beth Debus, Martin Smith, Jean Jones, Katrina Wills, Sue Jordan, Andre Mellows
Excused: Jeffrey Miles (vacation)

Preparation Prior to Meeting:

- Completion of Meeting Register actions from June 23rd Meeting
- Review survey results sent via email on July 10th

Topic	Who Leads	Time	Elapsed Time
Opening <ul style="list-style-type: none"> • Review Meeting Objectives and Agenda • Assign Roles – Meeting Register and Time Keeper • Ice Breaker: Introduce self and share a feature of an event that you attended that you loved 	Mary Beth	15 min.	9:15 a.m.
Review of June 23rd Meeting Register <ul style="list-style-type: none"> • Status of actions assigned • Move forward actions as needed 	Mary Beth/ All	10 min.	9:25 a.m.
Identification of Event Theme <ul style="list-style-type: none"> • Discussion on results/preference for theme based on survey results/our preferences • Decision made on theme through consensus 	Martin All All	25 min.	9:50 a.m.
Workshop Topics <ul style="list-style-type: none"> • Ideas for topics are brainstormed and presenters identified when known • Narrow list down through consensus process • Assignments made for follow-up on ideas generated 	Jean Mary Beth Recorder	25 min.	10:15 a.m.
Will we Have Booths, and if so, who? <ul style="list-style-type: none"> • Confirm that booths are desired at event • Brainstorm potential partners who might want a booth • Assignments made for reaching out to list 	Mary Beth Jean Recorder	25 min.	10:40 a.m.
Open Sharing	Mary Beth	10 min.	10:50 a.m.
Wrap-up <ul style="list-style-type: none"> • Identify topics and objectives for next meeting • Choose date and location • Complete Process Check 	Mary Beth Recorder	10 min.	11:00 a.m.