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[Sample first meeting agenda]

Pyramid Model Team Meeting

Date:

Place:

Agenda

Objectives:

1. Provide an orientation to the initiative
2. Review purpose of team
3. Adopt ground rules for collaborative planning
4. Review draft action plan format
5. Adopt goal/vision
6. Identify challenges to goal/vision
7. Confirm team membership
8. Plan next steps
9. Identify meeting roles
10. Evaluate meeting

Agenda:

- 9:00 Welcome, review agenda and confirm **next meeting time and place**
- 9:15 Review purpose of team
- 9:30 Review, revise and adopt ground rules for meetings
- 9:45 Review draft action plan format
- 10:00 Adopt goal/vision for the group's planning
- 10:45 Identify challenges to the goal/vision and strategies for addressing challenges
- 11:45 Review team membership: do we have who needs to be here given our vision? Other venues for stakeholder input?
- 12:45 Plan next steps: roles for next meeting; objectives for next meeting: discuss training of trainers, selection of coaches and demonstration sites, etc.
- 1:00 Complete meeting evaluation