Group/Meeting Name

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date:** |  | **Start Time:** |  | **End Time:** |  |
| **Location:** |  | | | | |
| **Meeting Leader:** |  | | | | |
| **Note Taker:** |  | | | | |

# Purpose:

(big picture)

# Desired Outcomes:

(what participants will have when they walk out of the meeting)

# Detailed Agenda

| **WHAT (content)** | **HOW (process)** | **WHO** | **MATERIALS** | **START TIME** | **NUMBER OF MINUTES** |
| --- | --- | --- | --- | --- | --- |
| Create Ambience  Create Workspace | Room Set-up |  |  |  |  |
| Start Ups | Intros  Purpose  Outcomes  Agenda  Housekeeping  Working Agreements  Bike Rack |  |  |  |  |
| Desired Outcome #1 |  |  |  |  |  |
| Desired Outcome #2 |  |  |  |  |  |
| Desired Outcome #3 |  |  |  |  |  |
| Close | Bike Rack Items  Next Steps Chart  Thumbs Up/Down on Desired Outcomes  Plus/Delta |  |  |  |  |