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)



| **WHAT (content)** | **START TIME** |
| --- | --- |
| Start Ups |  |
| Desired Outcome #1 |  |
| Desired Outcome #2 |  |
| Desired Outcome #3 |  |
| Close |  |