

Meeting Agenda

NAME OF COUNCIL/TEAM: Sample Project		
OBJECTIVE OF MEETING: Project Kickoff, Expert Presentations, and Consideration of Survey Results		
DATE: 08/02/2018 TIME: 1:00pm	LOCATION/ROOM #: Conference Room 1A CALL-IN NUMBER: CALL-IN CODE:	
FACILITATOR(S): Project Lead		
TIMEKEEPER:		
NOTE TAKER: Javier Sutton		
ATTENDEES:		
SUPPORTING RESOURCES (ITEMS READ IN PREPARATION FOR AND/OR BROUGHT TO MEETING):		
Project Charter; Tentative Work Plan		
UPDATES AND BRIEF REPORTS		
Topic	Person(s) Responsible	Time Allotted
Welcome and Introductions	Project Lead	5 min.
ACTION ITEMS:		
Question	Person(s) Responsible	Time Allotted
DISCUSSION ITEMS:		
Question	Person(s) Responsible	Time Allotted
Project Charter: What does the project involve?	Jane Rodriguez (Project Lead)	20 min.
Tentative Work Plan: How might we accomplish the deliverables?	Anton Smith (Project Co-lead)	45 min.
Getting Started: Expectations, Resources, and Sharing Ideas	Jane Rodriguez (Project Lead)	20 min.
Presentation on the Project Topic by Expert A	Michael McEwen, Guest Presenter	25 min.
Presentation on the Project Topic by Expert B	Regina Strand, Guest Presenter	15 min.
2016-17 Survey: Are the previous findings relevant to the 2018-19 work? What other data is needed?	Michaela Olsen, Research Analyst	15 min.
Q&A/Wrap-up	All	15 min.
OTHER INFORMATION:		