

AGENDA

Meeting Title

Date

Start Time – End Time

Meeting called by [Facilitator name]

Attendees: [Attendee Names]

Please read: [Reading List]

Meeting location: [Your MiroBoard link] & [Meeting medium link (eg. Teams)]

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|--|---|
| [Start Time] – [Approx. Duration] | Introduction Check-in |
| [Approx. Duration] | Recap Theme: |
| [Approx. Duration] | Personal ideation time Ideate on: |
| [Approx. Duration] | Discussion Goal: [eg. Get to 3 main themes] |
| [Approx. Duration] | Break |
| [Approx. Duration] | Consolidation Final session goal; |
| [Approx. Duration] – [End Time] | Conclusion Final appointments/agreements: |

Additional Instruction:

[Use this section for additional instructions, comments, or directions.]