**Sample Meeting Agenda**

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| **Time**  | **Agenda Item** |
| 1 minute | **Choose Roles**  Assign team members to each needed function, e.g., facilitator, note-takers, time-keeper.  |
| 1 minute | **Review Norms**  Choose one or more norms to monitor during the meeting and reflect on at the end. |
| variable | **Review**Brief review of notes/to do’s from last meeting (if applicable) |
| variable | **Today’s Content**Work on today’s topics. Facilitator and team members should place agenda items here in advance of meeting and review and update as needed. |
| 5-10 minutes | **Meeting Summary**  * Summarize decisions, any assignments, and build tentative agenda for next meeting.
* Decide on facilitator if not pre-designated.
* Summarize major decisions or learnings and make notes to capture them.
* Build a tentative agenda for next meeting.
* Reflect on norm(s), how they worked in practice, and whether any changes in norms are needed to ensure the group functions well.

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**Today’s Notes:**

**Action Items: What Who**