# Example agenda template for longer, in-person meetings

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| **Date:**  **Overall facilitator and timekeeper:**  **Note-takers:** |

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| **Topic** | **Leader** | **Purpose** | **Preparation** | **Time** |
| Frame as a question | E.g., decision, discussion, learning | Topic owner who will facilitate | Pre-reads or other preparation expected of participants | Time needed |
| What **next steps from the previous meeting** do we need to address? | Decision |  | Review summary of prior meeting |  |
| **What actions from the previous meeting** will we focus on this meeting? | Decision |  | Review summary of prior meeting |  |
| **TOPIC 1**, framed as a question |  |  |  |  |
| \*\*\*\*\* break \*\*\*\*\* |  |  |  |  |
| **TOPIC 2**, framed as a question |  |  |  |  |
| **TOPIC 3**, framed as a question |  |  |  |  |
| \*\*\*\*\* break \*\*\*\*\* |  |  |  |  |
| **TOPIC 4**, if applicable, framed as a question |  |  |  |  |
| **Meeting wrap-up and communication:**   * What decisions did we make today? * What actions do we need to take? Who is responsible? By when? * What do we need to communicate? To whom? By when? | Decision |  | None |  |
| Plus/Deltas: **What did we do well for this meeting? What should we do differently for the next meeting?** | Learning |  | None |  |