

## Sample Meeting Agenda

### Community Meeting Agenda

Date

Place

Time

- I. Welcome (Meeting Organizers)
- II. Introductions (Everyone)
- III. Purpose of Meeting
- IV. Overview of the Problem to Be Addressed
- V. Background and Rationale of the Proposed Project and Key Partners
- VI. Why Your Community
- VII. Nature of the Project Partnerships
- VIII. Questions and Answers
- IX. Summary, Next Steps and Follow-Up

#### Meeting objectives:

- a) Get to know community groups and leaders
- b) Describe the lead agency and its national partners
- c) Share knowledge about the problem to be addressed
- d) Provide the background and rationale of the project
- e) Convey the importance of the project to vulnerable and minority communities
- f) Discuss the proposed partnership
- g) Form a planning group and agree to a follow-up community meeting