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**AGENDA**

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| **Department:** |
| **Time of Meeting:** |
| **Meeting Location:** |
| **Participants:** |

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| **Aim of Team or Project:** |
| **Time** | **Item** | **Aim/Action** |
|  | Clarify objectives. | Leader reviews objectives |
|  | Confirm meeting roles | Use meeting role cards to assist each member on expectation of that role |
|  | Review agenda | Leader quickly reviews agenda items. Time keeper tracks time for each item. Recorder tracks action items. |
|  | Work through each agenda item | Track action steps for each item to be completed (use action planning template) |
|  | Review meeting record and action plan | Recorder reviews with team |
|  | Plan next agenda | Leader and/or facilitator helps group create agenda items based on action plan and next steps |
|  | Team assigns meeting roles for next meeting | Team members decide on which roles they will take on for next meeting |