

Partners in Prevention Coalition Toolkit

Step 7 Sample Coalition Meeting Agendas

This step includes some coalition meeting agenda templates. Feel free to make them your own and change the language. Below are brief explanations/descriptions of various pieces and why they may be helpful to include.

- **Coalition name:** This can be helpful if members are part of multiple coalitions/working groups so they can identify specifically what group the notes are from.
- **Meeting day/date/time:** This will help keep you organized and to differentiate various meetings and discussions.
- **Meeting Topic:** If the meeting is being held for a specific purpose, or if a main topic will be discussed, this can give attendees an idea of what to expect and prepare for.
- **Attendees/participant list:** It is good to have a list of who was in attendance at the meeting and to track coalition engagement over time. You can also create a separate sign-in sheet or use another way to track RSVPs and attendance.
- **Old business/review/review of last meeting:** This allows you to hold space for anything that needs wrapped up, or for anything ongoing that should be regularly discussed at each meeting.
- **New business:** This item allows for discussion about anything new that has come up since you last met. You can leave this blank and ask people to share during the meeting or ask for new business to include in any reminder communications.
- **Next steps/tasks:** Write down any action items or things that need to be accomplished as a result of the meeting. This can be helpful for you as an individual, but it may also keep other members accountable since you will have a record of what someone has agreed to work on.
- **Successes/barriers:** This may be a helpful framework to focus accomplishments or completed tasks, as well as to continuously acknowledge and work to address barriers.
- **Announcements:** While you want to avoid turning into a committee that only provides updates, it can be good to hold space for people to share upcoming events, news, or other business.
- **Wrapup/summary:** If there are any major themes or conclusions you want to draw from the meeting, this provides the space to do so.

Coalition Name:

Meeting Day, Date, Time:

Meeting Topic:

Introductions/Participant List:

Old Business:

New Business:

Recap of Decisions/Next Steps:

Coalition Name:

Meeting Day, Date, Time:

Review of Last Meeting:

Successes Since Last Meeting:

Barriers or Challenges:

Focused Discussion: What do we need to be working on?

Next Steps:

Member Tasks:

Coalition Name:

Meeting Day, Date, Time:

Attendance:

Topic	Time	Lead	Notes	Action
Introductions	9:00-9:15 15 min	Coalition chair	...	Add new attendees to listserv
Review				
New Business				
Announcements				
Open Discussion				

Coalition Name:

Meeting Day, Date, Time:

Attendance:

Topics	Notes: Key points, decisions	Action: What/by when?	Who/Person responsible
1.			
2.			
3.			
4.			
Announcements			
Wrap up			