Sample Engage Implementation Team Meeting Agendas

> **This step includes some 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.

Team 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 group that only provides updates, it can be good to hold space for people to share upcoming events, news, or other business.

Wrap up/summary: If there are any major themes or conclusions you want to draw from the meeting, this provides the space to do so.

Team Name

Meeting Day, Date, Time

Meeting Topic

Introductions/Participant List

Introductions/Participant List

Old Business

New Business

Recap of Decisions/Next Steps

Team 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

Team Name

Meeting Day, Date, Time

Attendance

Topic	Time	Lead	Notes	Action
Introductions				
Review				
New Business				
Announcements				
Open Discussion				

Team Name

Meeting Day, Date, Time

Attendance

Topic	Notes: Key points, decisions made	Action: What/by when?	Who/person responsible
Introductions			
Review			
New Business			
Announcements			
Wrap up			