**Summer Debrief Meeting Agenda**

**Goals**

* Document what worked well and what was challenging
* Identify high-level timeline for planning 201Y
* Establish priorities for collaborative planning activities in 201Y

9:00 – 9:30 **Introductions**

* Review Agenda
* Review ground rules
* Names, Titles, Organizations
	+ Within the scope of the summer meal pattern, what would be your ideal summer meal?

9:30 – 10:00 **Celebrate Successes!**

* Share success from your own organization
* Question: What success did we see from working together that we couldn’t have achieved separately?

10:00 – 10:45 **201X Activity Review**

* + - What did planning and execution look like for 201X?
		- Document the major activities undertaken as planning and carrying out plans

10:45 – 11:15 **Break**

11:15 – 12:30 **Assessing the Collaboration: Keep/Add/Change**

* + - What elements of 201X do you want to keep, add or change in 201X?
		- What else do we want to keep in mind for 201Y?

12:30 – 1:00 **Lunch**

1:00 – 2:15 **201X Planning**

* + - Review Summer Planning Timeline document
		- What are the major actions we will take together for summer 201Y?
		- Suggested criteria for determining priorities:
			* Require the most collaboration to be successful (can’t be done alone)
			* Require new or many resources
			* Have the greatest potential to increase participation

2:15 – 2:30 **Break**

2:30 – 3:00 **Next steps + Closing**

* Capture next steps and review timeline for follow up
* Final reflection: What is one thing you are excited about for next summer?