**Pre-Meeting Agenda**

**Purpose:**

* Make sure all meeting leaders agree on the agenda and their assigned participation
* Ensure that all logistical needs are met such as copies, refreshments, parking instructions, etc.
* Provide a space to ask any questions and clarify expectations

**Agenda:**

9:00 Introductions

9:05 Review Participants

* Status of RSVPs
* What additional steps should be taken to invite or remind desired participants?

9:15 Walk through agenda

* Review goals
* Determine who will provide welcome (may be multiple people)
* Walk through each activity address questions/concerns
* Determine who will present and/or lead conversations for each section

9:35 Check in on logistics

* Review materials list and any additional needs identified in reviewing the agenda
* Make sure all resources are assigned to a specific person/organization
* Agree on who will send notes following the meeting and by what date

9:45 Adjourn unless there are additional questions