



Note: All parts of this agenda may not be relevant or needed for your planning but are provided as examples and prompts for thinking/planning.

Agenda Template

Meeting Purpose	This space provides a place where...
Outcomes	- Participants will/can [understand/recognize/describe/articulate/etc.] _____ - Examples: - Participants will recognize that microaggressions can be unintentional actions and can occur toward folks they accept and support. - Participants can describe what an accountability space looks, sounds, and feels like. - Participants can articulate how accountability spaces are linked to cultures of accountability.
Pre-Readings or Prep Materials	

Time	Agenda Item
1:00-1:15pm Welcome	Welcome, Connection Time, Agenda Overview, and Framing - Welcome & Connection Time - Introductions, etc. - Framing - This is information about why you're doing the meeting, what it's purpose is, and a review of outcomes - Agenda Overview - Overview of the sections you will move through <i>Note that you may need more than 15 minutes depending on the meeting.</i>
1:15-1:25pm Agreements	First Topic/Activity - Information about topic or activity - Link any required resources such as Jamboards



1:25-1:35pm Reflection	Second Topic/Activity ● Information about topic or activity ○ Provide key questions if participants will need to answer them
2:25-2:30 Wrap-Up	Wrap-up and Gratitude ● Wrap-up by restating any next steps or key items that came from the meeting

Note-Taking Template

When cleaning up notes after a meeting in preparation of sharing with the group, **highlight next steps/actions**, **underline any needs**, and **bold information** that participants should notice when reviewing notes. Use the agenda as a base template for taking notes so that your notes can be read by others in context.

Time	Agenda Item
1:00-1:15pm Welcome	Welcome, Connection Time, Agenda Overview, and Framing ● Welcome & Connection Time ○ Introductions, etc. ● Framing ○ This is information about why you're doing the meeting, what it's purpose is, and a review of outcomes ● Agenda Overview ○ Overview of the sections you will move through <i>Note that you may need more than 15 minutes depending on the meeting.</i>
1:15-1:25pm Agreements	First Topic/Activity ● Information about topic or activity ○ Link any required resources such as Jamboards Notes: - Note any key points, questions, sticky issues, or next steps in notes - Link any materials such as slides or Jamboards after the meeting - Clean up the notes to ensure accuracy and readability before sending them to a group - Use the key above this template for how to code notes
1:25-1:35pm	Second Topic/Activity



Reflection	● Information about topic or activity ○ Provide key questions if participants will need to answer them Notes: -
2:25-2:30 Wrap-Up	Wrap-up and Gratitude ● Wrap-up by restating any next steps or key items that came from the meeting