

Step 1: Identify Meeting Outcomes - What will participants know and/or be able to do as a result of the meeting? What will come of the meeting?

<u>What is our Purpose For Meeting?</u>	<u>Expectations (after the meeting...will understand or be able to...)</u>	<u>Discussed Content of the Meeting</u>
1.	1.	1.

<u>Essential Questions</u>
1.

Step 2: Follow up - What follow up will be done after the meeting?

<u>Deliverables</u>
1.

Step 3: Sequence of the Meeting - How will the meeting be run to meet the objectives, address the content, and ensure the deliverables are able to be produced?

<u>Meeting Agenda</u>

1.