

COLLABORATIVE MEETING AGENDA

Date; Time

[Location]

NORMS:

Topic:

Attendees:

Facilitator:

Note taker:

Time keeper:

Next steps:

[Add other roles](#)

Time	Minutes	Activity				
X:XX-X:XX	X	Create norms/Celebrations				
X:XX-X:XX	X					
X:XX-X:XX	X					
X:XX-X:XX	X					
X:XX-X:XX	X					
X:XX-X:XX	X					
X:XX-X:XX	X	Review next steps from this meeting <ul style="list-style-type: none">Who does what by when...				
X:XX-X:XX	X	Assess what worked well about this meeting and what we would like to change for next time <table><tr><th>Plus</th><th>Delta</th></tr><tr><td><ul style="list-style-type: none"></td><td><ul style="list-style-type: none">How do we improve?</td></tr></table>	Plus	Delta	<ul style="list-style-type: none">	<ul style="list-style-type: none">How do we improve?
Plus	Delta					
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