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** ● **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** **Plus** | **Delta** ● | ● How do we improve?