

MEETING AGENDA

DATE:

TIME:

LOCATION:

FACILITATOR:

MINUTE TAKER:

SUBJECT:

AGENDA - (160 MINS TOTAL)

Beginning - 25 mins in total

- Welcome (5 mins)
- Housekeeping (5 mins)
- Everyone introduces themselves (5 mins)
- 'Ice breakers' (10 mins)

Main Event - 90 minutes in total

- Introduce subject with examples (or guest speaker) (45 mins)
- Open the subject for discussion (45 mins)

Finishing - 40 mins in total

- Community updates (10 mins)
- Other questions (20 mins)
- Next meeting agenda (5 mins)
- Goodbyes (5 mins)
- Registration forms for new members

Basic Rules

- The facilitator has a responsibility to keep the group moving forward and keep discussions related to the subject.
- Questions not related to this months subject should be asked at the questions section at the end
- Try to encourage everyone to talk in the group
- Equality is important, no one should speak for too long