## Meeting Agenda Template

**Purpose**: The Meeting Agenda Template serves as a planning and documentation tool. Have a clear purpose for your meetings. Know how the agenda items are intended to produce actions, decisions, and next steps.

**Instructions:** Use the meeting agenda to inform your network of upcoming meetings, the key issues to be discussed, decisions to be made, or actions to be taken.

* Throughout the meeting, document key discussion points, decisions, and next step actions.
* Within a week of the meeting, submit a copy of the completed notes to your network for review. Make any necessary edits to the document to ensure the meeting discussions and recommended action steps are accurately described.
* Keep a copy of all completed agenda templates to document meetings and the work of the network.

Accessible version: <https://www.cdc.gov/cpr/readiness/afntoolkit.htm>

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| Meeting Agenda  Meeting Date and Time:  Location:  RSVP to \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |
| Agenda | Key discussion points | Consensus/Decisions |
| Welcome and rollcall  Recap of last meeting  Discussion topics for this meeting   * Topic 1 * Topic 2 * Topic 3   Next steps   * Review attachments * Come prepared to discuss next topic |  |  |
| Attachments: (examples)   1. Supplemental resources 2. FEMA Whole Community strategy 3. FEMA Inclusive Planning for the Whole Community |  |  |