

Name of person completing the form and their role: _____

Date: _____

Section 1. Draft your agenda

Purpose and Goal: _____

Date: _____

Time: _____

Duration: _____

Who will be involved? _____

Apologies: _____

Agenda Items:

1. Introductions
2. Purpose/goals of meeting
3. Any important points coming into the meeting
4. Outcomes of previous meeting to be discussed
5. New discussion item 1
6. New discussion item 2
7. New discussion item 3
8. Any other business
9. Recap of actions coming out of meeting and review strategy
10. Follow up meeting or collaboration

Section 1. Draft your agenda (cont'd.)

A large empty rectangular box with a thin purple border, intended for drafting an agenda.



Section 2. Final agenda for meeting

Once stakeholders have had time to review draft agenda finalise the agenda in this section.

Section 3. Meeting minutes

Meeting minutes can be drafted in this section.

Meeting minutes	
Date and time	
Who was involved and who was an apology?	
Important points from meeting	

Section 3. Meeting minutes (cont'd.)

Points	Action	Evaluation	Timeframe
Date for next meeting			
Feedback from partners on meeting minutes (e.g., anything missed, any changes required, etc.)			

Section 4. Checking in with Partners

Check in regularly with partners to evaluate progress and review partnerships and outputs. Keep any notes here from these check-ins (e.g., date of check in, notes from check in)

Section 5. Evaluation of outputs

Section 6. Moving forward – Refining Goals