**Meeting: Name the purpose of the meeting**

**Date**

|  |
| --- |
| **Name of Design Team** |

**Meeting Intent:** This meeting intends to review the…

**Desired Outcomes:**

1. List them. See Facilitator Manual

**Facilitators:**

**Advisors:**

**Agenda**

|  |  |  |  |
| --- | --- | --- | --- |
| **Time** | **What** | **How** | **Who** |
| 5 min | Introduction | Icebreaker | All |
| 5 min | Intent /outcomes | Review of meeting intent and desired outcomes |  |
| 20 min | recap | Review of last meeting  | ? |
| 10 min | IDEAS process. | See steps in manual and list here.  |  |
| 45 min |  |  | ? |
| 5 min | Next steps  | Facilitator reviews preparation for the next meeting  | ? |
| 5 min | Wrap up |  |  |
|  |  |  |  |