



Note: All parts of this agenda may not be relevant or needed for your planning but are provided as examples and prompts for thinking/planning.

Agenda Template

Meeting Purpose	This space provides a place where...
Outcomes	<ul style="list-style-type: none"> ● Participants will/can ● Example: <ul style="list-style-type: none"> ○ Participants will recognize that microaggressions can be unintentional actions and can occur toward folks they accept and support. ○ Participants can describe what an accountability space looks, sounds, and feels like. ○ Participants can articulate how accountability spaces are linked to cultures of accountability.
Pre-Readings	<ul style="list-style-type: none"> ●

Time	Agenda Item
1:00-1:15pm Welcome	<p>Welcome, Connection Time, Agenda Overview, and Framing</p> <ul style="list-style-type: none"> ● Welcome & Connection Time <ul style="list-style-type: none"> ○ Introductions, etc. ● Framing <ul style="list-style-type: none"> ○ This is information about why you're doing the meeting, what it's purpose is, and a review of outcomes ● Agenda Overview <ul style="list-style-type: none"> ○ Overview of the sections you will move through <p><i>Note that you may need more than 15 minutes depending on the meeting.</i></p>
1:15-1:25pm Agreements	<p>First Topic/Activity</p> <ul style="list-style-type: none"> ● Information about topic or activity <ul style="list-style-type: none"> ○ Link any required resources such as Jamboards
1:25-1:35pm	Second Topic/Activity



Reflection	<ul style="list-style-type: none">● Information about topic or activity<ul style="list-style-type: none">○ Provide key questions if participants will need to answer them
2:25-2:30 Wrap-Up	Wrap-up and Gratitude <ul style="list-style-type: none">● Wrap-up by restating any next steps or key items that came from the meeting

Note-Taking Template

When cleaning up notes after a meeting in preparation of sharing with the group, **highlight next steps/actions**, underline any needs, and **bold information** that participants should notice when reviewing notes. Use the agenda as a base template for taking notes so that your notes can be read by others in context.

Time	Agenda Item
1:00-1:15pm Welcome	Welcome, Connection Time, Agenda Overview, and Framing <ul style="list-style-type: none">● Welcome & Connection Time<ul style="list-style-type: none">○ Introductions, etc.● Framing<ul style="list-style-type: none">○ This is information about why you're doing the meeting, what it's purpose is, and a review of outcomes● Agenda Overview<ul style="list-style-type: none">○ Overview of the sections you will move through <p><i>Note that you may need more than 15 minutes depending on the meeting.</i></p>
1:15-1:25pm Agreements	First Topic/Activity <ul style="list-style-type: none">● Information about topic or activity<ul style="list-style-type: none">○ Link any required resources such as Jamboards <p>Notes:</p> <ul style="list-style-type: none">- Note any key points, questions, sticky issues, or next steps in notes- Link any materials such as slides or Jamboards after the meeting- Clean up the notes to ensure accuracy and readability before sending them to a group- Use the key above this template for how to code notes
1:25-1:35pm Reflection	Second Topic/Activity



	<ul style="list-style-type: none">● Information about topic or activity<ul style="list-style-type: none">○ Provide key questions if participants will need to answer them <p>Notes: -</p>
2:25-2:30 Wrap-Up	Wrap-up and Gratitude <ul style="list-style-type: none">● Wrap-up by restating any next steps or key items that came from the meeting