Sample Agenda Template

Once you have gathered all the stakeholders willing to come to the table, it is time to schedule that first meeting to get the ball rolling. Below is a sample agenda format with some key topics to include. It's important to know the readiness and attitude of your potential partners to determine which topics can be discussed at the initial meeting and which topics should be discussed at future meetings.

<<Name of Partnership Initiative>>
Agenda

I. Welcome/Introductions

II. Problem Statement
   a. Present the community issue(s) at hand and how they affect each of the stakeholders involved

III. Data Snapshot
   a. Share data trends on the pressing community health issues
      i. Provide benchmarking data where available (compared to other counties, the state, and/or national level data)
      ii. Provide a breakdown by demographics, as relevant (e.g., to highlight particular community subgroups that may be more vulnerable)

IV. Vision
   a. Present the overarching draft vision statement and goals for the partnership
      i. Include some potential specific short-term, mid-term, and long-term goals for consideration

V. Shared Governance Proposal
   a. Discuss the roles and responsibilities the partnership needs fulfilled, and what each stakeholder is willing and able to take on
   b. Use the Roles Checklist and Partner Responsibility Matrix templates to guide the discussion

VI. Next Steps
   a. Identify a cadence for regular meetings (e.g., monthly or quarterly)
   b. List out action steps and specific individuals to take the lead on tasks such as preparing:
      i. A Memorandum of Understanding (if desired and needed)
      ii. Confirming and documenting the roles and responsibilities for each partner
      iii. A draft roadmap outlining steps for formalizing the partnership, implementation plan, and goals