

Sample Agenda

Location

Date - Time

15 minutes prior to start of meeting	Meet and Greet <i>Put on nametags, choose refreshments, mingle and greet each other.</i>
15 minutes	Welcome <i>Welcoming Remarks Meeting Purpose Expectations of Participants Ground Rules</i>
30 minutes	Participant Introductions and Ice Breaker
10 minutes	Break
60 minutes	Discussion <i>Use the discussion questions provided in the Discussion Guide to talk about transportation in your community.</i>
10 minutes	Break
45 minutes	Create an Action Plan <i>Build on the earlier discussion to determine what needs to happen next to continue working on community transportation. Develop an action plan using the template provided to organize the plan.</i>
10 minutes	Wrap-Up, Reflections, and Adjourn