



Meeting Facilitation Template

Purpose:

This template provides a format for organizing meetings. Start by making a high-level agenda, and then fill in the facilitation template with additional details about each segment.

High-Level Agenda

- Welcome (Includes introductions and a statement of the meeting purpose and goals.)
- Topic 1
- Topic 2
- Open Discussion
- Closing and Action Item Review

Detailed Facilitation Guide

Time	Purpose	Description	Facilitator	Materials	Notes
<i>Describe duration of this segment</i>	<i>Describe how this activity/conversation supports the meeting goals.</i>	<i>Describe the process followed for this segment.</i>	<i>Who will lead this portion of the discussion?</i>	<i>What materials are needed to support discussion?</i>	