Process Agenda Template

Title of Event
Date
Location
Meeting Start and End Times

Meeting Purpose and Objectives:

- Describe the primary purpose of this meeting
- Describe the meeting objectives
- Describe the decisions to be made

Participants: List of participants
Meeting Leader: name(s) of meeting leader
Facilitator: name(s) of facilitator and breakout group facilitator

Time	Topic, objectives, and activities	Setup and materials
Clock time here **Names of people responsible here** **Meeting leader, facilitator, time keeper, recorders**	**1. Name of activity** **Objective:** What you would like to accomplish for this session **Activities/Interactions:** List of specific activities using process techniques and recording methods with times attributed to each step Total time = __ minutes	Room setup Equipment, materials, supplies needed
Time **Names of people responsible here**	**2. Name of activity** **Objectives:** What you would like to accomplish for this session **Activities/Interactions:** List of specific activities using process techniques and recording methods with times attributed to each step Total time = __ minutes	Equipment, materials, supplies needed

Time	Break – also include activities needed to prep for next session	Food, beverages
Time **Names of people responsible here**	**3. Name of activity** **Objectives:** What you would like to accomplish for this session **Activities/Interactions:** List of specific activities using process techniques and recording methods with times attributed to each step Total time = ___ minutes	Equipment, materials, supplies needed
Time	**Lunch – also include activities needed to prep for next session**	**Food, beverages**
Time **Names of people responsible here**	**4. Name of activity** **Objectives:** What you would like to accomplish for this session **Activities/Interactions:** List of specific activities using process techniques and recording methods with times attributed to each step Total time = ___ minutes	Equipment, materials, supplies needed
Time **Names of people responsible here**	**5. Name of activity** **Objectives:** What you would like to accomplish for this session **Activities/Interactions:** List of specific activities using process techniques and recording methods with times attributed to each step Total time = ___ minutes	Equipment, materials, supplies needed
Time	**Adjourn**	