

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

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