



Forum Meeting Agenda

- 3:00pm** **Review and agree upon agenda**
Confidentiality Reminder
Assign roles (Timer, Scribe, Process Observer)
- 3:05pm** **Updates Prep**
- 3:15pm** **Updates Share (4 min each)**
Parking Lot Build
- 4:05pm** **Break**
- 4:10pm** **Review Presentation Format***
- One Word Open
 - Confidentiality Reminder
 - Communication Starter (30 sec/person)
 - Presenter Purpose (1 min)
 - Does Group Understand Purpose/Is It Clear?
 - Presenter Presents (15 min max)
 - Q&A (30 min max)
 - Silence (3 min)
 - Experience Sharing (3 min/person)
 - Presenter Summary (3 min)
 - One Word Close
- 4:11pm** **Presentation #1**
- 5:31pm** **Break**
- 5:35pm** **Presentation #2**
- 6:40pm** **Break**
- 6:45pm** **Housekeeping**
- Membership – Any prospective members?
 - Attendance/Tardiness – Inform group of standings.
 - Scheduling Issues
 - Presenter and Coach confirmation
 - What worked and what did not – Go around the room and ask each person, “What worked, and what didn’t about today’s meeting?”
- 7:00pm** **Adjourn**