

# Sample First Meeting Agenda

## Outcomes

*Upon completion of this meeting, the group will have:*

- *Identified individual and team responsibilities for the project*
- *Agreed upon the desired outcomes of the project.*
- *Understood and adopted the action steps to complete the project, and refined the project timeline.*
- *Established team communication practices and a process for sharing information.*
- *Identified immediate next steps and responsibilities.*

## Agenda

*I. Introductions and review team roles and responsibilities*

*II. Review project outcomes*

*III. Review project action steps, timeline, and responsibilities*

*IV. Define project management practices*

- 1. Team communications*
- 2. Team meeting schedule*
- 3. Document sharing*

*V. Next steps and responsibilities*