DATE: TIME: LOCATION:

GROUP MEMBERS:

MISSION STATEMENT: *Purpose of project, goals and desired outcomes*

**Welcome**

*Thank everyone for joining the group and for participating in the meeting.*

**Introductions**

*Group leaders introduce themselves and describe their roles. All group members introduce themselves. Include an icebreaker: why are you here, who are the children in your life, or who took care of you when you were young.*

**Project Updates**

*Review deliverables, timeline, recent accomplishments, outstanding tasks, communications, risks.*

**Activity**

*What do you need to accomplish? Work up the data for your community profile, build the budget, or finesse the marketing plan. Distribute Toolkit or access online to guide your discussion and plans.*

**Next Meeting**

*Restate who is responsible for certain tasks, to be reported on at the next meeting. Ask each member to be an active advocate for early care and education in the community. (At each meeting, ask for examples of advocacy.)*

**ACTION ITEMS / NOTES:**

***Additional Meeting Options (Delete this section when updating Agenda Template)***

* *Project Kickoff / Meet & Greet: Team comes together or project is introduced at an established meeting or group*
* *Work Day: Meet on-site at the community hub or a family day home program that needs repairs and materials. Get hands-on in your problem-solving approach!*
* *Parent Forum: Invite parents to a large group discussion, track names and use surveys to capture data. Additional options include a Provider Forum, Stakeholder Forum, Business Forum, etc.*
* *Special Guest: Invite a community leader to attend and observe a meeting, or to present.*
* *Recognition Event: Plan an annual get-together to thank all team members for their contributions.*