## Sample Participant Agenda

Meeting leads can use this sample to create an agenda that they can distribute to meeting participants.

**Meeting Title:**

**Date and Time:**

**Meeting Objectives:**

* Team members will review, observe, and interpret data
* Team members will discuss implications and decide on next steps

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| Time | Activity |
| 9:00 – 9:20 (20 minutes) | **Do Introductions and Review Key Messages*** All team members introduce themselves.
* Present overview of agenda, purpose and objectives for the day, and meeting norms.
* Present evaluation questions.
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| 9:20 – 9:35 (15 minutes) | **Present the Data*** Look at the data and learn about data attributes.
* Clarify any questions about the format, meaning, or context of the data.
* Review today’s focus questions.
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| 9:35 – 9:55 (20 minutes) | **Discuss Observations of the Data*** What do you see?
* What are your initial reactions?
* What surprises you?
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| 9:55 – 10:00(5 minutes) | *Break* |
| 10:00 – 10:20(20 minutes) | **Discuss Interpretations of the Data*** Do these data answer our evaluation questions? In what way?
* What are the limitations, if any, to the conclusions we have formed based on the data?
* Do we need any additional data to answer our questions?
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| 10:20 – 10:40(20 minutes) | **Discuss Implications of the Data*** So what? Why does this matter?
* What are the implications for the work?
* Based on what you see, do we need to do something different or maintain our current course of action?
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| 10:40 – 10:55(15 minutes) | **Determine Next Steps for the Group*** If this analysis warrants changes to our current plan, what would those changes look like?
* Do we need additional discussion or follow-up? If so, how and when?
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| 10:55 – 11:00(5 minutes) | **Reflect on the Meeting’s Effectiveness*** What went well?
* What could we improve for future meetings?
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