## 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

|  |  |
| --- | --- |
| 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. |
| 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. |
| 9:35 – 9:55  (20 minutes) | **Discuss Observations of the Data**   * What do you see? * What are your initial reactions? * What surprises you? |
| 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? |
| 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? |
| 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? |
| 10:55 – 11:00  (5 minutes) | **Reflect on the Meeting’s Effectiveness**   * What went well? * What could we improve for future meetings? |