Culture Change Coalition Meeting Agenda

## ****Group name:****

## ****Meeting date:****

## ****Meeting time:****

## ****Location:****

## ****Site address:****

## **Participants:** [List of attendees, and their title/position]

## **Appendices:** [List any appendices that will be attached here]

## **Purpose:** [state the purpose of the meeting]

|  |  |  |
| --- | --- | --- |
| Agenda Item: | Description: (more information on the agenda item) | Facilitator: (who will lead this discussion/activity) |
| Introduction and Icebreaker: |  |  |
| First Item: |  |  |
| Second Item: |  |  |
| Third Item: |  |  |
| Wrap up:  a) Items for next agenda  b) Date and time of next meeting  c) 5 Key Takeaways |  |  |