



Sample Agenda – First Action Team Meeting

Date:

Time:

Location:

1. Welcome and introductions
2. Warm-up/icebreaker
3. Agenda review
4. Assign minute-taker
5. Establish roles and responsibilities
6. Provide overview of working cooperatively as a group
7. Healthy Schools visioning exercise
8. Establish a committee name
9. Contact information
10. Next steps:
11. Next meeting date: