Location:

Date:

Time:

#### SET MEMBERS

|  |  |
| --- | --- |
| Name | Project description/Objectives |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

#### AGENDA

* Check-in (10 min)
* Preliminaries (5 min)
	+ Timekeeper:
	+ Note taker:
	+ Next meeting date and venue:
	+ Any ground rule additions?
* Individual sessions (20 min each, in order above)
	+ Review and Reflection on Actions (5 min)
	+ Planning next steps (10 min)
	+ Specific actions (5 min)
* Process Review (5 min)
	+ How do you think the process went?
	+ Any improvements suggested?
* Check out (10 min)