

# Agenda

[Coalition Name]

[Date of meeting] – [Time start] – [Time end]

(If in person) Physical meeting space: [Location]

(If virtual) Zoom Link: [Zoom link]

[Mission or Vision Statement]

[Land Acknowledgement]

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## Meeting Objectives:

## Attendees:

## Introductions – [Allotted time here]

## Discussion Items – [Allotted time here]

- Discussion Item I:
  -
- Discussion Item II:
  -
- Discussion Item III:
  -

## Action Items – [Allotted time here]

Item 1: [Description]

- 
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Item 2: [Description]

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Item 3: [Description]

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## Set Next Meeting Date and Time:

[VISION STATEMENT HERE]

[Land Acknowledgement Here]

Logo here  
(if available)

## Agenda

[Coalition Name] – Quarterly/Monthly Meeting  
(If in person) Location: Public Health Center, Room 123  
(If virtual) Zoom Link: XXXX

Date:		Time	
Facilitator(s):			
Meeting Objective(s):			
<ul style="list-style-type: none"><li>•</li><li>•</li><li>•</li></ul>			
Attendees:			
Timing	Agenda Item / Priority Area	Expected Outcome	
	Introductions, check ins	1.	
		2.	
	Updates (priorities)	3.	
	Agenda Item I:	4.	
		5.	
		6.	
		7.	
	Agenda Item II	8.	

Next Meeting

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