

|                                      |  |                             |                               |   |  |
|--------------------------------------|--|-----------------------------|-------------------------------|---|--|
| <b>Meeting:</b>                      | <i>Title</i>   |                             |                               |   |  |
| <b>Date:</b>                         | April 17, 2014   | <b>Time</b>                 | 10 - 12                       | <b>Location</b>                             |  |
| <b>Meeting Lead:</b>                 |  |                             |                               |   |  |
| <b>Meeting Attendees</b>             |  |                             |                               |   |  |
| <b>Meeting Focus:</b><br><b>DATA</b> | <b>Outcomes</b><br>After this meeting, attendees will: <ul style="list-style-type: none"> <li>• Agreement on ..</li> <li>• Strategies for ...</li> <li>• Decision on...</li> </ul> |                             |                               |   |  |
| <b>Time</b>                          | <b>Agenda Item</b>   |                             | <b>Notes &amp; Next Steps</b> |   |  |
| 10:00                                | Welcome & Introductions  |                             |                               |   |  |
| 10:05                                | Outcomes, Agenda, Roles & Agreements   |                             |                               |   |  |
| 10:15                                | Agenda Item 1 <ul style="list-style-type: none"> <li>• Define Issue</li> <li>• Desired Result</li> <li>• Brainstorm</li> <li>• Narrow</li> <li>• Decide</li> </ul>                 |                             |                               |   |  |
| 11:00                                | Agenda Item 2 <ul style="list-style-type: none"> <li>• Define Issue</li> <li>• Desired Result</li> <li>• Brainstorm</li> <li>• Narrow</li> <li>• Decide</li> </ul>                 |                             |                               |   |  |
| 11:45                                | Summary & Evaluation   |                             |                               |   |  |
| <b>Evaluate the Meeting:</b>         |  |                             |                               | <b>How can we improve the next meeting?</b> |  |
| We stayed on track:                  |  | <input type="checkbox"/> No | <input type="checkbox"/> Yes  |   |  |
| We achieved the meeting outcomes:    |  | <input type="checkbox"/> No | <input type="checkbox"/> Yes  |   |  |
| We clarified next steps:             |  | <input type="checkbox"/> No | <input type="checkbox"/> Yes  |   |  |
| This meeting was time well-spent:    |  | <input type="checkbox"/> No | <input type="checkbox"/> Yes  |   |  |