



## SAMPLE – (Name) Partnership Quarterly Meeting

Date/Time

Location

*Please note that all quarterly meeting agendas should be customized to meet the needs of the partnership. **Most important is that business leaders set and lead the meeting agenda.** Often one action team has a need for more time on the agenda over another.*

### Agenda

7:45 a.m. Sign-in – *Please help yourself to refreshments on your way in.*

8:00 a.m. Welcome and Introductions – *Partnership Chairperson*  
*Round of introductions from everyone, review of this Partnership’s purpose and it’s (X) committee areas. Participants encouraged to fill plates as we get settled.*

### *Short Updates – Committee Activities*

8:20 a.m. (Name) Committee  
*Original Intent of this priority area; updates and request of broader group*

- Committee Spokespersons: (Names)

8:40 a.m. (Name) Committee  
*Original Intent of this priority area; updates and request of broader group*

- Committee Spokespersons: (Names)

9:00 a.m. (Name) Committee  
*Original Intent of this priority area; updates and request of broader group*

- Committee Spokespersons: (Names)

### *Feature Focus*

9:20 a.m. Feature: (Name) Committee  
*Original Intent of this priority area; updates and request of broader group*

- Committee Spokespersons: (Names)

9:50 a.m. Final Comments and Next Steps  
*Your next meeting, your to-do items, final words*

10:00 a.m. Adjourn



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