

Focus Group Meeting Agenda - TEMPLATE

DD/MM/YY at ##:##

The following is an example that should be customized for a particular community.

MEETING INFORMATION	
Participants	Name (host)

MEETING PROGRAM		
Time Allocated	Discussion Item	Notes & Resources
5 min	Welcome	<ul style="list-style-type: none"> • Introductions • Why we are here • What we want to accomplish
5 min	Ground Rules for Focus Group	
45 min	Group Discussion	<ul style="list-style-type: none"> • What would you want the <Community Name> to “look like” in the future? What is your “vision” for the future? • What are <Community Name>’s greatest challenges for the future? • BUSINESS FOCUS GROUP ONLY: What are the strengths and weaknesses of <Community Name> as a place to operate your business? • What’s the single most important issue we have left out of today’s discussion?
5 min	Next Steps	