

# Community Action Group Meetings Agenda - TEMPLATE

DD/MM/YY at ##:##

MEETING INFORMATION	
Participants	Name (host)

MEETING PURPOSE	
Primary Purpose	E.g. To review and act on the Business Inventory
Desired Results	E.g. Determine if we need to keep, improve, start or stop programs to support our local businesses.

MEETING PROGRAM		
Time Allocated	Discussion Item	Notes & Resources
10 min	Welcome	<ul style="list-style-type: none"> <li>• Introductions</li> <li>• Why we are here</li> <li>• What we want to accomplish</li> </ul>
45 min	Group Discussion	<ul style="list-style-type: none"> <li>• E.g. What business start-up assistance or mentoring programs exist in your community</li> <li>• E.g. How can the community assist business owners and managers of closed businesses to start new businesses?</li> </ul>
5 min	Next Steps	