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| --- |
| **Context for the Meeting**: |
| **Proposed Meeting Results:**  |

**Annotated Agenda**

|  |  |  |
| --- | --- | --- |
| **Time** | **Item** | **Notes/Reminders/Listen Fors** |
|  | **Welcome**  |  |
|  | **Check-in*** Effective question

***Result:*** *Group is ready to work.*  |  |
|  | **Topic:** * Context
* Effective question

***Result:*** |  |
|  | **Topic:** * Context
* Effective question

***Result:*** |  |
|  | **Check-out*** Context
* Effective question

***Result:*** *Group is ready for the next conversation.* |  |
|  | **Adjourn**  |  |
| **Name** | **Role** | **Contribution** |
| **Resources** | **Relationships** |
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