



Sample Agenda for First Meeting

Date: _____

Time: _____

Location: _____

1. Welcome and introductions
2. Warm-up/Icebreaker
3. Agenda review
4. Volunteer to take minutes
5. Establish roles and responsibilities
6. Working as a group
7. Healthy School Visioning Exercise
8. Establish a Committee Name
9. Contact information
10. Next Steps
11. Next Meeting Date: _____