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# SAMPLE AGENDA

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## Quiet Launch

Date of event:

Location:

Time	Duration	Event
<b>7:00-7:15</b>	<i>15 min</i>	Refreshments
<b>7:15-7:25</b>	<i>10 min</i>	Local champion, charismatic public official, or citizen thanks the Task Force members and speaks to why this work is important
<b>7:25-7:40</b>	<i>15 min</i>	Coordinator introduces and Task Force and gives members a minute each to provide some information about themselves and why this work is important to them.
<b>7:40-7:50</b>	<i>10 min</i>	Coordinator thanks stakeholders and says that they will be beginning the first Task Force meeting in 10 minutes. If appropriate, the coordinator may have any stakeholders present identify themselves and offer short bios.

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