SART Name

Date of meeting

Location of meeting

Facilitator:

Minute taker:

Other role(s):

**Sample SART Meeting Agenda**

9:00–9:10 Welcome/Introductions

 *List your icebreaker question here, if you have one*

9:10–9:20 Prior meeting minute approval

9:20–9:30 Financial report

9:30–9:45 Report back on action items from previous meeting

 1.

 2.

 3.

 10:00–10:15 Discussion item 1: *List facilitator*, *if different from above*

10:15–10:45 Discussion item 2: *List facilitator*, *if different from above*

*List objectives. For example:*

*Final decision today*

*Discussion only: No decision*

*List guiding questions. For example:*

1. *What is your agency’s mission?*
2. *What is your role in your agency?*

10:45–10:50 Future meetings

*Ask team to submit future meeting topics*

*Discuss what members must prepare for a future meeting*

10:50–11:00 Close the meeting

 *Review action items from minutes*

11:00 Meeting end