Address, login information, room set-up details; phone numbers; food delivery times; security codes

**Facilitator’s Agenda Template**

Meeting Name

Date / Location

Time / Length of meeting

Objectives:

Participants will:

Facilitation Goals:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Time** | **Agenda Item** | **Description/Notes** | **Facilitator** | **Prep/Materials** |
|  |  |  |  |  |
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