Coalitions Lite Meeting #1: Plan for Coalitions Lite|Minutes

## Meeting date | time Date | Time | Meeting location Location

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|

|  |  |
| --- | --- |
| Facilitator | [Insert Name] |
| Note taker | [Insert Name] |
| Timekeeper | [Insert Name] |

 |
|  |

Attendees:

# Agenda topics

## **Welcome, introductions, and overview**

*Discussion:* [insert discussion]

*Conclusion:* [insert conclusions, if applicable]

|  |  |  |
| --- | --- | --- |
| Action items | Person responsible | Deadline |
| Action item 1 | Name | Date | time |
| Action item 2 | Name | Date | time |
|  |  |  |

## **coalition capacity for engagement**

*Discussion:* [insert discussion]

*Conclusion:* [insert conclusions, if applicable]

|  |  |  |
| --- | --- | --- |
| Action items | Person responsible | Deadline |
| Action item 1 | Name | Date | time |
| Action item 2 | Name | Date | time |

## **create a plan for conducting coalitions lite**

*Discussion:* [insert discussion]

*Conclusion:* [insert conclusions, if applicable. May want to include conclusions directly into the Strategic Planning Process Plan template]

|  |  |  |
| --- | --- | --- |
| Action items | Person responsible | Deadline |
| Action item 1 | Name | Date | time |
| Action item 2 | Name | Date | time  |

## **Determine resource needs**

*Discussion:* [insert discussion]

*Conclusion:* [insert conclusions, if applicable]

|  |  |  |
| --- | --- | --- |
| Action items | Person responsible | Deadline |
| Action item 1 | Name | Date | time |
| Action item 2 | Name | Date | time |

## **wrap up & Next Steps**

*Discussion:* [insert discussion]

*Conclusion:* [insert conclusions, if applicable]

|  |  |  |
| --- | --- | --- |
| Action items | Person responsible | Deadline |
| Action item 1 | Name | Date | time |
| Action item 2 | Name | Date | time |