

Older Adults Needs Assessment and Asset Mapping Meeting Agenda

Agenda: [Date]

Attendees: [List names, organizations]

Desired Outcomes

- Participants meet their teammates and begin to build safe, trusting, collaborative space for this project
- Participants understand project goals, scope and proposed timelines
- Participants receive request to identify additional stakeholders that should receive regular communications about project progress and other relevant 'update' information

What	Est. Time	Details
Welcome and Introductions	20 minutes	• Welcome participants to call • Set up introduction activity ◦ Option 1: Breakout Rooms ■ Divide group into equal number for breakout rooms people to share (1) name (2) organization (3) why they value this work and joined the project ■ Pull groups back to main room and have one person introduce their colleagues and their 'why' ◦ Option 2: Full Group ■ Invite people to share (1) name (2) organization (3) why they value this work and joined the project
Overview of Project and Draft project plan	30 minutes	• Review PPT presentation • Review proposed project plan • Request feedback on project plan within 1 week of call
Closing and Next Steps	10 minutes	• Review date and time of next call • Request participants identify any key leaders in their organization or within the community who should receive updates on project progress and other relevant communications within one week of this call

		• Request feedback on project plan within 1 week of this call
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