Initial Meeting Agenda

|  |  |  |  |
| --- | --- | --- | --- |
| Meeting Objective: | | | |
| Date: | | Time: | Location: |
| Invitees (list for agenda): | | | |
| Time | Agenda | | |
|  | Welcome/Meeting Overview   * Introductions: Name, organization, reason for attending | | |
|  | Dementia-Friendly Community Discussion   * Handout: Dementia-Friendly Community Overview * Toolkit Overview video (optional)   Complete the Community Readiness Questionnaire   * What do YOU think? | | |
|  | Who are the community members that could help us?   * Handout: Building Your Action Team | | |
|  | Next Steps   * Set a meeting date/time/location for a full team meeting * Create the meeting agenda * Extend personal invitations to key community leaders (Handout: Invitation to Join Action Team) | | |
|  | Adjourn | | |