First Action Team Meeting Agenda

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| Meeting Objective:  |
| Date:  | Time:  | Location:  |
| Invitees (list for agenda):  |
| Time | Agenda |
|  | Welcome/Meeting Overview* Introductions: Name, organization, reason for attending
 |
|  | Dementia-Friendly Community Discussion* Review the toolkit process and demographics of dementia in your community

Handouts: Is Your Community Prepared? flyerDemographics of Dementia in Your Community (results of worksheet)Toolkit Overview video (optional) |
|  | Review the community workplan and projected timeline |
|  | How would team members like to be involved?* Community Coordinator, Action Team Members, Community Assessment Team Members/Lead, Community Event Members/Lead
* Others (i.e. Area Agency on Aging, Alzheimer’s Association)
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|  | Identify projected expenses, determine how the project will be funded, potential funding opportunities |
|  | Determine method(s) for ongoing team communication.Determine awareness building and communication that needs to be shared with the community and decide who will coordinate it |
|  | Next Meeting* Date/time/location (consider setting standing monthly meeting)
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|  | Adjourn |