## Working Session Agenda Sample

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| **Meeting Time and Date** |  |
| **Location** |  |
| **Chair** |  |
| **Scribe** |  |
| **Attendees** |  |

**Agenda Items:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Item** | **Prep required** | **Time** | **Who** |
| 1. | 2-minute check-in |  |  |  |
| 2. | Review of agenda |  |  |  |
| 3. | Assignment 1 |  |  |  |
| 4. | Assignment 2 |  |  |  |
| 5. | Assignment 3 |  |  |  |
| 6. | Other |  |  |  |
| 7. | Lead Debrief for each Assignment |  |  |  |
| 8. | Chair Debrief |  |  |  |
| 9. | Meeting Debrief |  |  |  |
| 10. | Compile & Review Lessons Learned |  | 5 mins | Scribe |