



MEETING AGENDA TEMPLATE

Use this template to keep track of important details from initial meetings with potential partners and ensure that you are focusing on a) learning about this entity and b) uncovering potential ways to build a mutually beneficial partnership during the meeting.

Date:

Attendees: *(include details such as names, roles, contact information, websites, and location)*

Organization description: *(mission, work in STEM, interactions with community, careers)*

Agenda for the first meeting:

- » Introductions
- » Briefly summarize your project.
- » Sharing of goals: to create mutually beneficial partnerships between the local STEM programs, the community, and your project
- » Learn about their role in the STEM Ecosystem.
 - Describe your/your organization's goals for community outreach.
 - How have you worked with local STEM organizations and the youth in the past? Describe what these interactions looked like.
- » If there is time and interest: Brainstorm how this entity could potentially be involved.
 - Offer suggestions for what the partnership could look like to meet your goals.
 - Ask if there are ways that they would like to engage.
- » Define boundaries and determine what is reasonable.
- » Discuss the best way to establish and maintain good communication.
- » Decide what the next steps should be
- » Convey your appreciation for their enthusiasm and commitment to making an impact in their community.

Notes:

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Questions asked of you:

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Questions asked by the project team:

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Action Items/Next Steps:

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