# Process Agenda Template

**Title of Event**  
**Date**  
**Location**  
**Meeting Start and End Times**

## Meeting Purpose and Objectives:
- Describe the primary purpose of this meeting
- Describe the meeting objectives
- Describe the decisions to be made

**Participants:** List of participants  
**Meeting Leader:** name(s) of meeting leader  
**Facilitator:** name(s) of facilitator and breakout group facilitator

<table>
<thead>
<tr>
<th>Time</th>
<th>Topic, objectives, and activities</th>
<th>Setup and materials</th>
</tr>
</thead>
</table>
| Clock time here | **1. Name of activity**  
**Objective:** What you would like to accomplish for this session  
**Activities/Interactions:** List of specific activities using process techniques and recording methods with times attributed to each step  
Total time = ___ minutes | Room setup  
Equipment, materials, supplies needed |
| Names of people responsible here | | |
| Meeting leader, facilitator, time keeper, recorders | | |
| Time | **2. Name of activity**  
**Objectives:** What you would like to accomplish for this session  
**Activities/Interactions:** List of specific activities using process techniques and recording methods with times attributed to each step  
Total time = ___ minutes | Equipment, materials, supplies needed |
<p>| Names of people responsible here | | |</p>
<table>
<thead>
<tr>
<th>Time</th>
<th>Break – also include activities needed to prep for next session</th>
<th>Food, beverages</th>
</tr>
</thead>
</table>
| Time | 3. Name of activity  
Objectives: What you would like to accomplish for this session  
Activities/Interactions: List of specific activities using process techniques and recording methods with times attributed to each step  
Total time = ___ minutes | Equipment, materials, supplies needed |
| Time | Lunch – also include activities needed to prep for next session | Food, beverages |
| Time | 4. Name of activity  
Objectives: What you would like to accomplish for this session  
Activities/Interactions: List of specific activities using process techniques and recording methods with times attributed to each step  
Total time = ___ minutes | Equipment, materials, supplies needed |
| Time | 5. Name of activity  
Objectives: What you would like to accomplish for this session  
Activities/Interactions: List of specific activities using process techniques and recording methods with times attributed to each step  
Total time = ___ minutes | Equipment, materials, supplies needed |
| Time | Adjourn | |