Initial 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
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|  | Dementia-Friendly Community Discussion* Handout: Dementia-Friendly Community Overview
* Toolkit Overview video (optional)

Complete the Community Readiness Questionnaire* What do YOU think?
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|  | Who are the community members that could help us? * Handout: Building Your Action Team
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|  | 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)
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|  | Adjourn |