

*** Please note that this is an example of what a CoP project's agenda can look like. Each CoP can shape and define themselves to serve the unique needs of their institution. ***

COP Title Meeting

Month, Date, Year | Time

Location

Virtual Call-In Information

Meeting Objectives

1. To articulate a strategy for *blank*
2. To engage *blank*
3. To learn from *blank* and explore opportunities for further *blank*
4. To articulate next steps for *blank*

Topic	Preparation	Process / Central Questions	Attendees	Time
Welcome! TIME: PURPOSE: introductions LEADER:	None	1. *Name* leads the group in introductions and an ice breaker activity.	Institution 1: Name, Name, Name Institution 2: Name, Name, Name Institution 3: Name, Name, Name	
Guiding question TIME: PURPOSE: decision making LEADER:	PowerPoint Data Article	1. Should we develop partnerships? 2. Where can we make unique contributions? What opportunities remain unexplored? 3. What questions will our approach allow us to answer?	Institution 1: Name, Name, Name Institution 2: Name, Name, Name Institution 3: Name, Name, Name	
BREAK (15 minutes)				
Guiding question TIME: PURPOSE: LEADER:	Article Timeline	1. Question 2. Question 3. Question 4. Articulate next steps and make plans for further discussion and planning.	Institution 1: Name, Name, Name Institution 2: Name, Name, Name Institution 5: Name, Name, Name Institution 6: Name, Name, Name	

BREAK (15 minutes)

BREAK (15 minutes)			
<p>How can we prepare?</p> <p>TIME:</p> <p>PURPOSE: brainstorming and planning</p> <p>LEADER:</p>	<p>None</p>	<ol style="list-style-type: none"> 1. What are our overarching goals for the program? How are our institutions uniquely positioned to achieve these targets? 2. Who are our partners, and when should we engage them? 3. What logistic supports should we put in place (timeline, meeting schedule, revision procedure)? 4. How will we use our time? What are our main agenda items? How can we prepare our partners for the conversation? 	<p>Institution 2: Name, Name, Name</p> <p>Institution 4: Name, Name, Name</p> <p>Institution 6: Name, Name, Name</p>