

\*\*\* 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. \*\*\*

**Preliminary Project Name**  
**A Community of Practice**

Date

Time

Institution/Group/Agency/Other #1

Institution/Group/Agency/Other #2

Institution/Group/Agency/Other #3

Hosted by

Your Institution/Group/Agency

<p>I. Opening</p> <ul style="list-style-type: none"> <li>• Welcome &amp; introductions</li> <li>• Discussion and project purpose</li> <li>• Efforts related to the proposed project underway at each institution</li> </ul>	<p>1:00</p>
<p>II. Designing the Project</p> <ul style="list-style-type: none"> <li>• Are there models of already existing and successful projects?</li> <li>• Applying a community of practice framework (see draft timeline) <ul style="list-style-type: none"> <li>○ <i>What distinguishes a COP from a work group?</i></li> </ul> </li> <li>• Interests and ideas of partners <ul style="list-style-type: none"> <li>○ <i>What are the group’s concerns?</i></li> <li>○ <i>What questions do we hope to answer?</i></li> </ul> </li> </ul>	<p>1:20</p>
<p>III. Moving into Action</p> <ul style="list-style-type: none"> <li>• Who might be our potential partners?</li> <li>• Designing and conducting Needs Assessment &amp; Feasibility Studies</li> <li>• Envisioning a final and implementable project design</li> <li>• Updates to the draft plan</li> </ul>	<p>1:45</p>
<p>IV. Wrap Up</p> <ul style="list-style-type: none"> <li>• Next Steps</li> </ul>	<p>2:15</p>
<p style="text-align: center;">~ ADJOURN ~</p>	<p>2:30</p>