



Agenda: What should we discuss at the meetings? This sample agenda for coalition meetings can be used by the coalition leadership team and members to create and organize monthly agendas.

AGENDA

DATE OF MEETING

1. Introductions
2. Review of previous meeting minutes
3. X Presentation
4. Y Presentation
5. Z Presentation
6. Upcoming Events
7. Member Updates

REMINDER: The next meeting is DATE, TIME, LOCATION

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