**Organization Meeting Agenda**

Date, Time

Facilitator: (assign this role)

Note Taker/Moderator: (assign this role)

|  |  |  |  |
| --- | --- | --- | --- |
| **Time** | **Lead** | **Discussion Item** | **Action / Outcomes** |
| 11:30  10 min | Facilitator | * Welcome and Agenda Overview * Time for the fun (ice breaker) * Approval of Minutes | Approve Minutes |
| 11:40  10 min | Member Name | **Design Committee Update**   * Building Inventory |  |
| 11:50  10 min | Member Name | **Organization Committee Update**   * Update on new volunteers |  |
| 12:00  10 min | Member Name | **Economic Vitality Committee Update**   * Business Retention Plan |  |
| 12:10  15 min | Member Name | **Promotions Committee Update**  Annual Event   * Marketing and Outreach * Sponsorships | Assign Tasks |
| 12:25  5 min | Moderator | **Close Meeting**   * Review Action Items * What is working well, where can we improve? * Identify items for next meeting |  |
| 12:30 | Facilitator | **Adjourn** |  |