**Agenda-Local Interagency Team Meeting**

Date:

Time:

Location:

Facilitator:

Note Taker:

|  |  |  |
| --- | --- | --- |
| **Time** | **Topic** | **Purpose** |
| **15 minutes** | **Introductions and Updates from group members** | [x]  Inform[ ]  Discuss[ ]  Decide |
|  |  | [ ]  Inform[ ]  Discuss[x]  Decide |
|  |  | [ ]  Inform[ ]  Discuss[x]  Decide |
|  |  | [ ]  Inform[ ]  Discuss[x]  Decide |
| **15 minutes** | **Wrap Up and Next Steps—Identify agenda items for next month** | [ ]  Inform[ ]  Discuss[x]  Decide |