Meeting Agenda

# Stakeholder/Community Meeting Title

## Date

## Start Time – End Time

Meeting called by (sponsor/partner community)

|  |  |
| --- | --- |
| Attendees: | Please sign attendee sheet |

|  |  |  |
| --- | --- | --- |
| Ten Minutes | Introduction  * Sub-topic #1 * Sub-topic #2 | Location |
| Ten Minutes | Community Impact  * Sub-topic #1 * Sub-topic #2 | Location |
| Thirty Minutes | Community Input  * Sub-topic #1 * Sub-topic #2 | Location |
| Ten Minutes | Next Steps  * Sub-topic #1 * Sub-topic #2 | Location |

#### Additional Instruction:

Please be mindful of speaking allotments.

During the “Community Input” section, limit comments to 2 minutes.

Please be sure to sign attendee sheet.

This completed activity and document may be eligible to satisfy the following categories:

* Threshold Criteria 2)G
* **Accessibility and Livability** Scoring Criteria 1)E

Sample Meeting Agenda

# Community Meeting: Project ABC

## January 1, 2021

## 5:00pm – 6:00pm

Meeting called by Sponsor ABC

SAMPLE

|  |  |
| --- | --- |
| Attendees: | Please sign attendee sheet |

|  |  |  |
| --- | --- | --- |
| 5:00pm | Introduction  * IHDA Community Revitalization * Project Overview | Conference room |
| 5:10pm | Community Impact  * Community Needs Assessment Results * Projected Outcomes | Break-out rooms |
| 5:20pm | Community Input  * SWOT Analysis * Design Charrette * Ideas and Concerns | Conference room |
| 5:50pm | Next Steps  * Housing Needs Assessment * Projected Timeline | Online meeting link |

#### Additional Instruction:

Please be mindful of speaking allotments.

During the “Community Input” section, limit comments to 2 minutes.

Please be sure to sign attendee sheet.