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| Date | |
| Location | |

Purpose:

Outcomes for our meeting:

This agenda is for the facilitator and person-in-charge. Not the general audience.

Rooms Set Up:

Logistics:
 Send out before the meeting:

| Timeframe | Agenda Item | Script or description | Materials/Who is responsible? |
|---|-------------|-----------------------|-------------------------------|
| Welcome/Introduction/Ice Breaker | | | |
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| Topic/Process/Outcome 2: | | | |
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“No decision about them, without them!”



| Topic/Process/Outcome 3: | | | |
|---|-----------------|--|--|
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| Topic/Process/Outcome 4: (add additional or fewer spaces based on number of Outcomes) | | | |
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| | | | |
| Wrap Up | | | |
| | | | |
| | Next Meeting... | | |

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Essential elements of a shared agenda include:

- A shared understanding of the community's needs and the targeted problem
- Agreed-upon, targeted systems change efforts and desired outcomes
- Common language that guides the work
- Commitment to shared work and accountability

Develop a Logic Model

Logic models define the goals of a collaboration and shape its planning, design, management, accountability, and communication. It is a roadmap or blueprint that describes how elements of a project, including planned activities and expected outcomes, work together. Logic models also help measure the success of your collaboration and maintain accountability. A solid logic model will provide a strong foundation for future evaluation of your work.

Logic model components include:

- Problem statement
- Project goal
- Resources
- Activities
- Outputs/results
- Outcomes (immediate, intermediate, and long term)

Continue to engage diverse stakeholders in planning the logic model and work plan to ensure alignment, support and shared understanding of project goals and approach. Be open to adapting your work, if needed.

Data Collection:

“No decision about them, without them!”



Key Questions to Ask

- What is the need?
- What are the key issues?
- What is your purpose?
- What are the questions you are trying to answer?
- Where should you focus?
- What do you want to accomplish with your evaluation efforts?
- Who is on your evaluation team?
- How can you make this a participatory process?
- Is the timing right?
- What resources will you need?

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