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| TIME  MONTH XX, XXXX | TOPIC | LOCATION |
| 15 minutes | Welcome, Introductions  Speaker Name, title | Location |
| 30 minutes | Icebreaker  Speaker Name, title | Location |
| 90 minutes | **Guest speaker / call to action / training**  Speaker Name, title | Location |
| 15 minutes | Instant Recess® / break |  |
| 60 minutes | Training, with activity  Speaker Name, title | Location |
| 30 minutes | Wrap up, review of action items, next meeting planning,  plus-delta | Location |