**Agenda**

|  |  |  |
| --- | --- | --- |
| **Time** | **Topic** | **Purpose / Results** |
| 9:00 – 9:20 | Introductions and Check-In  Please introduce yourself by sharing the following:   1. Your name 2. Organization(s) you represent at this meeting (if applicable) 3. What have you done in the past month to help promote Age-Friendly Communities? | Task force members increase their understanding of:   * Who is at the table. * Why they are here. * The eight age-friendly domains. |
| 9:20 – 9:30 | Updates and announcements of interest to task force members. | Networking and information sharing opportunity. |
| 9:30 – 9:40 | Project Updates   * Resources / Staffing * Community Engagement Events * Evans School * Other | Task force is informed of progress and opportunities for participation/input. |
| 9:40 – 10:40 | Work group formation   1. Review draft framework  * Context / Purpose * Timing / Result * Guidelines  1. Revision / Consensus 2. Break into domain-based workgroups  * Who is missing? * How will the group do the work? E.g., roles, meetings, needed resources, other next steps. | Workgroups are formed and have a path and guidelines to proceed. |
| 10:40-10:50 | Reconvene and report-out from workgroups | Summarize next steps and what is needed to move forward. |
| 10:50-11:00 | Check-Out - other next steps / action items |  |