**Agenda**

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| **Time** | **Topic** | **Purpose / Results** |
| 9:00 – 9:20 | Introductions and Check-InPlease 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.
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| 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 formation1. 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 |  |