**Agenda**

**Facilitator: Joanne Donohue**

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| **Time** | **Topic** | **Purpose / Results** |
| 9:00 – 9:15 | 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. Check-in question | Task force members increase their understanding of:   * Who is at the table. * Why they are here. * The eight age-friendly domains. |
| 9:15 – 9:25 | Updates and announcements of interest to task force members. | Networking and information sharing opportunity. |
| 9:25 – 9:30 | Project Updates | Task force is informed of progress and opportunities for participation/input. |
| 9:30 – 10:45 | Breakout Groups   1. Review Instructions for breakout groups – clarify roles, objectives, summary of community input.      1. Break into domain-based workgroups for:  * Outdoor Spaces & Buildings * Housing * Transportation * Community Support & Health Services | Identify and begin prioritizing potential action items / recommendations for Age-Friendly Seattle Action Plan. |
| 10:45–10:55 | Reconvene and report-out from workgroups | Summarize next steps and what is needed to move forward. |
| 10:55-11:00 | Check-Out - other next steps / action items |  |