

## Example 6. Meeting Management Tool—Standardized Meeting Agenda

**TRANSITION FROM PRISON TO COMMUNITY INITIATIVE (TPCI) TEAM MEETING**

Date:

Time:

Location:

<b>AGENDA TOPICS:</b>	<b>TIME:</b>	<b>PERSON RESPONSIBLE:</b>
-----------------------	--------------	----------------------------

**MEETING OUTCOME:**

If this were a successful meeting it would result in .....

**KEY POINTS:**

**MEMBERS NOT ATTENDING:**

<b>ACTION ITEMS</b>	<b>RESPONSIBLE</b>	<b>DEADLINE</b>
---------------------	--------------------	-----------------

**Next Meeting**

Date:

Time:

Location: