

Agenda Template: First STP Team Meeting

Date and Time of the Meeting:

Location of the Meeting:

Meeting Facilitator:

- 1. Welcome and Introductions**
- 2. Review STP Team Terms of Reference**
- 3. Review Set-up Task List**
 - a. Determine person(s) responsible for each uncompleted task (if any)**
- 4. Review Collect Data Task List**
 - a. Determine person(s) responsible for each task**
- 5. Next Steps**
- 6. Date of next meeting:**