***CoP Agenda Template***

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Community of Practice (CoP) Meeting**

**Date & Time**

**Fraser River Room 2.27**

**Agenda**

1. Introductions
2. Discussion topic or Member Spotlight
3. “Puzzle Time” (challenges and solutions) OR “Lightening Round” (1-minute updates)
4. Community directions – past / present / future
5. Next meeting topic and date
6. Other thoughts & feedback

### Additional Resources

This is a good place to put links or resources connected to the topic of the meeting.

##### Upcoming Meetings

In this space, you can list upcoming meeting dates and indicate either the topic of the meeting or “TBD”. Having this list is a reminder to participants and to you that the upcoming meeting topics & structure are determined by participants and should be discussed each meeting.