

# First-meeting agenda

Ninety minutes, timed. Keep it in front of you as the facilitator.

TIME	ITEM	NOTES
10 min	Welcome and why we're here	
20 min	Go around the room	
10 min	What this is, and what it isn't	
20 min	The next 90 days, and fill the three roles	
15 min	Find the others, one name each	
15 min	Close: confirm roles and the next date	

End on time, always. Before anyone leaves: three roles named, a next date set, everyone on the sign-in sheet.