

Tactical Agenda Example

Why use this agenda?

This tactical routine agenda guides implementation teams to:

- review previous tasks,
- identify successes,
- problem-solve challenges to implementation.
- review upcoming tasks,
- and determine their next steps to ensure implementation.

How to use this agenda:

Copy and paste this meeting agenda to the top of the document for each new meeting. If using a Googl Doc format, typing the date of the meeting where it says “Routine Date” will populate the outline and allow members to easily find the agenda for past meetings.

<h2 style="margin: 0;">Routine Date</h2> <p style="margin: 5px 0 0 40px;">Time: Location: Virtual:</p>		
Attendees: [implementation team]		
Vision:		
To Prepare For This Meeting Please:		
Schedule xx minutes		
TIME	MIN	ACTIVITY
		<ul style="list-style-type: none"> ● Check-in ● Routine Objectives: <ul style="list-style-type: none"> ○ Review progress on plan implementation tasks from previous meeting. ○ Review the action plan to determine upcoming tasks and support. ● Review Norms <ul style="list-style-type: none"> ● Take an inquiry stance ● Ground statements in evidence ● Examine your intent and own your impact ● Start and end on time ● Stick to protocol

		<ul style="list-style-type: none"> • Be here now • Roles: <ul style="list-style-type: none"> ○ Facilitator: ○ Note Taker: ○ Next Steps Tracker: ○ Timekeeper: 																
		<p>Objective 1: Review tasks from previous meeting.</p> <table border="1" data-bbox="399 554 1536 814"> <thead> <tr> <th data-bbox="399 554 764 625">What will happen</th> <th data-bbox="764 554 1036 625">By Whom</th> <th data-bbox="1036 554 1235 625">By When</th> <th data-bbox="1235 554 1536 625">Status?</th> </tr> </thead> <tbody> <tr> <td data-bbox="399 625 764 684"></td> <td data-bbox="764 625 1036 684"></td> <td data-bbox="1036 625 1235 684"></td> <td data-bbox="1235 625 1536 684"></td> </tr> <tr> <td data-bbox="399 684 764 743"></td> <td data-bbox="764 684 1036 743"></td> <td data-bbox="1036 684 1235 743"></td> <td data-bbox="1235 684 1536 743"></td> </tr> <tr> <td data-bbox="399 743 764 814"></td> <td data-bbox="764 743 1036 814"></td> <td data-bbox="1036 743 1235 814"></td> <td data-bbox="1235 743 1536 814"></td> </tr> </tbody> </table> <p>1. What successes have we had?</p> <p>2. What challenges are we experiencing?</p> <p style="margin-left: 40px;">a. Do we have solutions to those challenges?</p> <p style="margin-left: 40px;">b. Do we need input from others in order to solve those challenges?</p> <p>(Next Step Tracker adds next steps to the table below)</p> <p>Notes:</p>	What will happen	By Whom	By When	Status?												
What will happen	By Whom	By When	Status?															
		<p>Objective 2: Review the upcoming action steps to determine upcoming tasks.</p> <p>1. What is coming up next?</p> <p>2. What support may be helpful in order to accomplish these steps?</p> <p>Notes:</p>																
5		<p>Review next steps from this meeting</p> <p><i>Copy and paste at the top of the next agenda to update status.</i></p> <table border="1" data-bbox="399 1745 1503 1877"> <thead> <tr> <th data-bbox="399 1745 971 1812">What will happen</th> <th data-bbox="971 1745 1252 1812">By Whom</th> <th data-bbox="1252 1745 1503 1812">By When</th> </tr> </thead> <tbody> <tr> <td data-bbox="399 1812 971 1877"></td> <td data-bbox="971 1812 1252 1877"></td> <td data-bbox="1252 1812 1503 1877"></td> </tr> </tbody> </table>	What will happen	By Whom	By When													
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	5	<p>What worked well about this meeting and what we would have liked to change?</p> <table border="1"> <thead> <tr> <th style="background-color: #c8e6c9;">What worked during this meeting?</th> <th style="background-color: #fff9c4;">Ideas for improving the next meeting:</th> </tr> </thead> <tbody> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> <tr><td></td><td></td></tr> </tbody> </table>	What worked during this meeting?	Ideas for improving the next meeting:								
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