**DAY 1 TRAINING AGENDA**

|  |  |  |
| --- | --- | --- |
|  | **Date:** | [Date] |
|  | **Time:** |  [Time] |
|  | **Location:** | [Location] |
|  | **Facilitator:** | [Facilitator Name] |

**Last meeting decision**

* [Decision] 1
* [Decision] 2
* [Decision] 3
* [Decision] 4

**Attendance**

[ ]  [Name]

[ ]  [Name]

[ ]  [Name]

 [ ]  [Name]

 [ ]  [Name]

 [ ]  [Name]

**Purpose**

**Before the Meeting**

The facilitator must prepare a presentation of our previous outlets for [Date]

**Action Items**

|  |  |
| --- | --- |
| **Time** | **Activity** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**Notes**

The 2nd day of the training will be on [Date]