[MEETING TITLE]

**Internal Facilitator Guide**

**Date**: MM DD, YYYY

**Time**: MM:HH a.m./p.m.

**Location:**

**Meeting Goal:**

[GOAL]

**Agenda:**

|  |  |
| --- | --- |
| **TIME** | **TOPIC** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

**Facilitator Notes:**

* [insert as needed]

**Links:**

* [insert as needed]

**Participants:**

* Facilitators/internal team
* Invitees, units

|  |  |  |
| --- | --- | --- |
| **Role** | **Name** | **Action** |
| Timekeeper & Zoom Wizard |  | Set up breakout groups and send timing reminders  Have second computer available to stay in main Zoom room during breakouts |
| Breakout room facilitators |  | Assist breakout rooms during activities – make sure that attendees have Mural access, answer questions, and keep group on time. |
| TBD |  |  |

**Agenda**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Time** | **Duration** | **Topic** | **Description** | **Speaker** | **Other Notes** |
| N/A |  | Pre-meeting materials (reading, agendas, etc. |  |  |  |
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