

**PLANNING GROUP MEETING #1:  
LAUNCHING THE PLANNING PROCESS  
SAMPLE AGENDA**

**FULL DAY MEETING**

<b>Item</b>	<b>Person/Audience</b>	<b>Description</b>
<b>Welcome and Introduction</b>	Planning group leader <i>Large Group</i>	<ul style="list-style-type: none"> <li>• Thank participants</li> <li>• Explain purpose: create state plan to address diabetes or chronic disease in state</li> <li>• Introduce Public Health Approach</li> <li>• Explain state health department role in process</li> <li>• Q &amp; A session</li> </ul>
<b>Icebreakers</b>	Facilitator <i>Large &amp; Small Groups</i>	<ul style="list-style-type: none"> <li>• Use large and small group activities to introduce participants to each other</li> </ul>
<b>Collaborative Planning</b>	Facilitator <i>Large Group</i>	<ul style="list-style-type: none"> <li>• Explain facilitator role</li> <li>• Explain how collaborative planning works and expectations for participation</li> <li>• Provide timeline, list of products, and processes</li> <li>• Q &amp; A session</li> </ul>
<b>Ground Rules</b>	Facilitator <i>Large Group</i>	<ul style="list-style-type: none"> <li>• Set ground rules using collaborative processes</li> </ul>
<b>Review of Expectations and Assessment</b>	Facilitator <i>Large Group</i>	<ul style="list-style-type: none"> <li>• Ask participants to sign agreement indicating they understand and agree to terms of participation</li> <li>• Collect baseline data regarding expectations and roles</li> </ul>
<b>Adjourn</b>	Planning group leader <i>Large Group</i>	<ul style="list-style-type: none"> <li>• Brief review of day and next steps</li> </ul>

\*\*Note: This agenda does not include necessary breaks or lunch times, which should be added in as appropriate.  
Please adjust and adapt for your planning group's needs\*\*