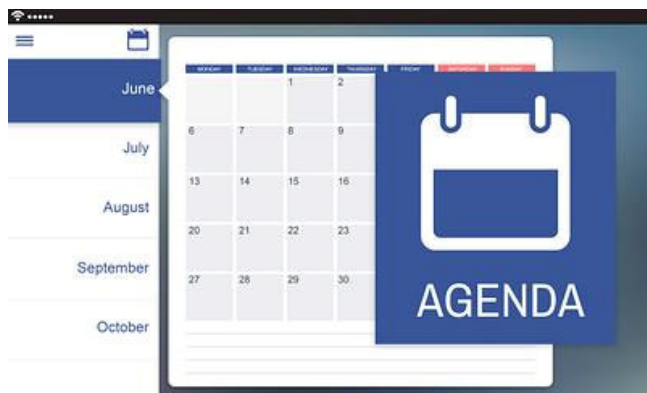




MEETING AGENDA

Sample Template

ABSTRACT

This sample agenda demonstrates how an IIS consortium can structure recurring meetings to support information sharing, discussion, decision-making, and follow-up. Developed for the E Team, it provides an adaptable example for groups seeking to organize productive and consistent collaborative meetings.

MEETING AGENDA

E Team Monthly Meeting

[DAY OF WEEK], [MONTH], [DATE] 202X
2:00 – 3:00 PM ET

Join the meeting now
Meeting ID: xxxxx
Passcode: XXXXX

Welcome
2:00 – 2:05 PM

- Welcome
- Agenda Review
- Call for Open Discussion Topics

*E Team Lead
Facilitator*

**Leadership
Report**
2:05 – 2:20 PM

- Review outstanding action items
- Share outcomes from recent meetings with Envision and CDC leadership
- Discuss emerging topics

*E Team Lead
Facilitator*

**Subgroup
Updates and
Discussion**
2:20 – 2:30 PM

- EPI COUNCIL
- TRAINING & DEMOS
- WEBIZ ISLANDS

Speakers

Open Discussion
2:30 – 2:55 PM

- Open Action Items/Discussion

All

**Wrap
Up/Adjourn**
2:55 – 3:00 PM

- Wrap Up/Adjourn

*E Team Lead
Facilitator*

Next Meeting: Month, day, 2026 at 2:00 p.m. ET