THE COOL BLOCK
TOPIC MEETING
TYPICAL AGENDA

PURPOSE	TIME
Inspirational Start	5 minutes
Share actions taken	20 minutes
Showcase local resources	15 minutes
Share action plans	25 minutes
Prepare team for the next topic	10 minutes
Check in on team performance	10 minutes
Set up support	5 minutes
Review next steps	5 minutes
Acknowledge team's accomplishments	5 minutes

Total Time: 1.5 to 2 hours