**ATTACHMENT 2   
  
Meeting Agenda 1**

Write your Meeting Agenda below:

[Meeting title]

HOLA: [name] Attendees: [name] [role]

Other senior team member: [name] [name] [role]

[name] [role]

Pre-work: Pre-readings or activities/initiatives have been completed in time for the meeting

All attendees prepared for discussion

Followed up on next steps from previous meeting

**Set agenda**



















**Next steps from previous meeting**

**ACTION OWNER DUE DATE**



**Next steps for next meeting**

**ACTION OWNER DUE DATE**



**Meeting Agenda 2**

Write your Meeting Agenda below:

[Meeting title]

HOLA: [name] Attendees: [name] [role]

Other senior team member: [name] [name] [role]

[name] [role]

Pre-work: Pre-readings or activities/initiatives have been completed in time for the meeting

All attendees prepared for discussion

Followed up on next steps from previous meeting

**Set agenda**



















**Next steps from previous meeting**

**ACTION OWNER DUE DATE**



**Next steps for next meeting**

**ACTION OWNER DUE DATE**



**Meeting Agenda 3**

Write your Meeting Agenda below:

[Meeting title]

HOLA: [name] Attendees: [name] [role]

Other senior team member: [name] [name] [role]

[name] [role]

Pre-work: Pre-readings or activities/initiatives have been completed in time for the meeting

All attendees prepared for discussion

Followed up on next steps from previous meeting

**Set agenda**



















**Next steps from previous meeting**

**ACTION OWNER DUE DATE**



**Next steps for next meeting**

**ACTION OWNER DUE DATE**