Task Force Meeting Pack

A simple 60-minute meeting that ends with What / Who / When

RULE FOR EVERY MEETING: Leave with three things written down: WHAT will be done, WHO will do it, and WHEN it will be finished.

Suggested 60-Minute Agenda

TIME	AGENDA ITEM
0-5 min	Welcome, introductions and purpose
5-15 min	Review last action items: completed, delayed, blocked
15-25 min	County broadband update: map, providers, construction, pending locations
25-45 min	Work on ONE priority issue
45-55 min	Agree on new action items and owners
55-60 min	Confirm next meeting and what will be reported back

Meeting Information

County	
Date / Time	
Location / Online Link	
Chair / Facilitator	
Main issue for this meeting	

Meeting Notes & Action Items

WHAT WILL BE DONE	WHO	BY WHEN	STATUS

Important Notes / Decisions

NEXT MEETING: Date _____ Time _____ Place / link _____