**Agenda:** What should we discuss at the meetings? This sample agenda for coalition meetings can be used by the coalition leadership team and members to create and organize monthly agendas.

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**AGENDA**

DATE OF MEETING

1. Introductions

2. Review of previous meeting minutes

3. X Presentation

4. Y Presentation

5. Z Presentation

6. Upcoming Events

7. Member Updates

REMINDER: The next meeting is DATE, TIME, LOCATION

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