

# Sample Summer Learning Program Planning Meeting Agenda

Use this tool as a template for the creation of your own program planning team meeting agendas. The template ensures you include the information needed by stakeholders and the information required by many staff development and/or finance offices.

Main Street Summer Learning Program  
Main Street Community Learning Center, Any Town, USA  
*SAMPLE AGENDA*

Program Planning Meeting  
Tuesday, 6 p.m.–8 p.m.  
Month Day, Year

6 p.m.–6:15 p.m.	Announcements
6:15 p.m.–6:45 p.m.	Review School and Student Data
6:45 p.m.–7 p.m.	Review Student and Family Survey Data
7 p.m.–7:15 p.m.	Asset Mapping
7:15 p.m.–7:30 p.m.	Next Steps
7:45 p.m.–8 p.m.	Wrap Up and Set Date for Next Meeting