

# NEIGHBORHOOD GROUP AGENDA

**Name of Group:** \_\_\_\_\_

## **1. Welcome and call to order.**

a. **Example:** “To ensure our meeting is productive and welcoming for all, let’s review a few ground rules:

- i. Speak one at a time and allow others to finish before responding.
- ii. Listen actively and respectfully, even if you disagree.
- iii. Keep comments focused on ideas and solutions, not individuals.
- iv. If you have questions or need clarification, please raise your hand or indicate respectfully.”

## **2. Introductions**

- a. Group Leader introduction
- b. Attendee short introductions

## **3. Guest speakers (decided prior to the meeting, and refer to the list of topic options)**

- a. C.O.P. Officer update
- b. COA Engagement Team update
- c. Alderperson update

## **4. Discussion and possible actions on issues and concerns** (concerns from previous meetings, action plan, new concerns)

## **5. Adjournment**

## **6. Next meeting date**

