

8. Meeting Schedule Sample Template

OFFICE XX	Team A	Team B	Team C
WEEKS PRIOR	Ex: Multifunctional team discusses mapping diversity, methods, themes, facilitating discussions, channels for informing people of concern, ways for urgent follow-up, splitting up into small teams, and sets schedule.		
DAYS PRIOR	Ex: Brief women's association, cooperatives on Participatory Assessment exercise	Brief youth committees and school principles on Participatory Assessment exercise	Brief women and men community leaders on exercise
DAY 1			
9h00-10h00			
10h00-12h00			
12h00-13h00			
14h00-16h00			
16h00-17h00			
DAY #			
9h00-10h00			
10h00-12h00			
12h00-13h00			
14h00-16h00			
16h00-17h00			
DAY #			
9h00-10h00			
10h00-12h00			
12h00-13h00			
14h00-16h00			
16h00-17h00			
DAY #			
9h00-10h00			
10h00-12h00			
12h00-13h00			
14h00-16h00			
16h00-17h00			
NEXT DAY	Follow Up Actions – Record meetings		
NEXT WEEK	Discuss findings and prepare draft assessment report		