



**Sample Agenda\* for a first FIMR Planning Meeting**

**A 1½ hour town meeting including MCH providers, agencies and community members who will participate as team members in the FIMR process.**

**Purpose:** to build consensus to implement the FIMR process.

**Desired Outcomes**

- Introduce FIMR community team members
- Increase participants’ understanding of the benefits of FIMR
- Compose an action plan to initiate FIMR

<b>What</b>	<b>How (process)</b>	<b>Who</b>	<b>When</b>
<ul style="list-style-type: none"> <li>• Welcome/Purpose</li> <li>• Ground Rules</li> <li>• Review of Agenda</li> </ul>	<ul style="list-style-type: none"> <li>• Review</li> <li>• Clarify</li> <li>• Agree</li> </ul>	Meeting Leader	9:00 - 9:15
Introductions, getting acquainted exercise	<ul style="list-style-type: none"> <li>• list</li> </ul>	Group, meeting leader	9:15 – 9:30
Brief Overview of MCH Vital Statistics	<ul style="list-style-type: none"> <li>• Review</li> </ul>	Meeting Leader	9:30 – 9:45
Benefits of FIMR	<ul style="list-style-type: none"> <li>• Review</li> <li>• Clarify</li> </ul>	Meeting Leader	9:45 – 10:00
Mission Statement Development	<ul style="list-style-type: none"> <li>• List</li> <li>• Clarify</li> <li>• Agree</li> </ul>	Group, meeting leader	10:00 – 10:15
Next steps	<ul style="list-style-type: none"> <li>• List</li> <li>• Clarify</li> <li>• Agree</li> </ul>	Group, meeting leader	10:15 – 10:25
Adjourn			10:30

\* note: Communities should modify this agenda to best suit their needs.