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

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<tr>
<th>What</th>
<th>How (process)</th>
<th>Who</th>
<th>When</th>
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| • Welcome/Purpose  
  • Ground Rules  
  • Review of Agenda | • Review  
  • Clarify  
  • Agree | Meeting Leader | 9:00 - 9:15 |
| Introductions, getting acquainted exercise | • list | Group, meeting leader | 9:15 – 9:30 |
| Brief Overview of MCH Vital Statistics | • Review | Meeting Leader | 9:30 – 9:45 |
| Benefits of FIMR | • Review  
  • Clarify | Meeting Leader | 9:45 – 10:00 |
| Mission Statement Development | • List  
  • Clarify  
  • Agree | Group, meeting leader | 10:00 – 10:15 |
| Next steps | • List  
  • Clarify  
  • Agree | Group, meeting leader | 10:15 – 10:25 |
| Adjourn | | | 10:30 |

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