Please note that this is an example of what a CoP project’s agenda can look like. Each CoP can shape and define themselves to serve the unique needs of their institution.

**Preliminary Project Name**  
**A Community of Practice**

Date  
Time

Institution/Group/Agency/Other #1  
Institution/Group/Agency/Other #2  
Institution/Group/Agency/Other #3

Hosted by  
Your Institution/Group/Agency

<table>
<thead>
<tr>
<th>I. Opening</th>
<th>1:00</th>
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| • Welcome & introductions  
• Discussion and project purpose  
• Efforts related to the proposed project underway at each institution |

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<tr>
<th>II. Designing the Project</th>
<th>1:20</th>
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| • Are there models of already existing and successful projects?  
• Applying a community of practice framework (see draft timeline)  
  o What distinguishes a COP from a work group?  
• Interests and ideas of partners  
  o What are the group’s concerns?  
  o What questions do we hope to answer? |

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<tr>
<th>III. Moving into Action</th>
<th>1:45</th>
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| • Who might be our potential partners?  
• Designing and conducting Needs Assessment & Feasibility Studies  
• Envisioning a final and implementable project design  
• Updates to the draft plan |

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<tr>
<th>IV. Wrap Up</th>
<th>2:15</th>
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<tbody>
<tr>
<td>• Next Steps</td>
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~ ADJOURN ~  
2:30