**DRAFT SAMPLE PRE-QPM AGENDA**

**TBD (Workgroup or GIT Name) Meeting**

**Date, Time**

**Meeting Location:** (Conference Room Name)

Address

**Conference Line:** TBD, **Conference Code:** TBD

**Webinar:** TBD

**10:00 am Welcome & Opening Comments**

* Welcoming Remarks & Introductions
* Key Updates
* Meeting Purpose & Goals

**10:15 am Setting Our Focus: Reviewing our Outcome, Management Strategy Themes & Key Definitions**

*Materials: Chesapeake Watershed Agreement, Management Strategy*

**10:30 am Looking Back: Learning from the Last Two Years**

*Materials: Draft Pre-QPM Logic & Action Plan*

* Celebrate our Accomplishments & Best Practices
  + *What should we continue to do to be successful in the coming two years? (green actions)*
* Assess our Gaps & Lessons Learned
  + *What has kept us from meeting our outcome? Do we need Management Board input or action? (yellow actions)*
  + *What is preventing us from taking action? Are these actions still valid? Do we need Management Board input or action? (red actions)*

**12:00 pm Lunch** (on your own)

**12:20 pm Looking Forward: Being Successful in the Coming Two Years**

*Materials: Overall Progress in ChesapeakeProgress, Narrative Analysis template in Chesapeake Decisions, Mentimeter questions*

* Determine our Progress
  + *Are we making progress at a rate necessary to achieve our outcome?*
  + *What is our rate towards meeting our outcome by 2025?*
* Define Future Influences
  + *How will our work change over the next two years?*
  + *What scientific, fiscal and policy-related developments will influence our work in the next two years?*
* Recommend Changes
  + *What adaptations are necessary to achieve our outcome?*

**1:15 pm Seeking Support: Involving Input & Action from the Management Board**

*Materials: Presentation template in Chesapeake Decisions*

* Determine if direct input or action is needed by the Management Board
  + *What have we already done to address this need?*
  + *If this need goes unmet, how does this impact our progress?*
  + *Can the Management Board help by directing actions by other groups (workgroups, organizations, jurisdictions)?*

**1:45pm The Way Forward & Closing Comments**

*Materials: SRS Overview in Chesapeake Decisions*

* Provide the Vision for the Future & Next Steps
* Outline key dates to review key workgroup/GIT products: (1) Logic and Action Plan; (2) Narrative Analysis; and (3) Presentation to the Management Board
* Review Remaining Action Items & Parking Lot

**2:00 pm Adjourn – *Thank you for your time, effort and participation!***