



**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!*