

# InCommon Working Group Agenda Template



This is a sample working group agenda, You can cut and paste this and customize it for your working group call. Reminder, be sure to place the agenda in the scribing Google Doc.

## InCommon <name of group> Working Group Call

Day of Week, Month ##, Year

Time, timezone

Connection details

<Edial or BlueJeans info goes here>

Link to Collaborative Scribing Google Doc

Link to the working group wiki

## AGENDA

Roll call / welcome

[Internet2 Intellectual Property Framework](#) Reminder

Agenda bash

Action items from previous calls (*list them here in the agenda*)

First topic

Second Topic

Third Topic

*Reminder: Include links to resources to be discussed*

Round Robin (*good to have on agenda for calls when you might not use up all the time; it gives a chance for community members to learn from each other*)

Action Item Review

Next Call: Day of Week, Month ##, Year, Time, timezone