Sample: OFR Agenda

OFR Meeting Agenda

Date, Time,
Location

1. Opening Remarks and Introduction
   a. Members’ introduction
   b. Updates from previous meeting
   c. Upcoming events
   d. Data presentation
   e. Review case selection criteria
   f. Other announcements

2. Goals and Ground Rules
   a. Read goals and ground rules
   b. Ask for any additional ground rules

3. Confidentiality
   a. Read confidentiality statement
   b. Collect signed forms

4. Case Presentation

5. Member Report-Outs (reverse chronological)

6. Group Discussion

7. Case and Timeline Summarized

8. Formulate Recommendations

9. Summarize and Adjourn
   a. Members reflect on how the meeting went
   b. Collect any paperwork with confidential information
   c. Remind members of confidentiality
   d. Encourage members to take time for self-care

Next meeting: date, time, and location

https://www.cossapresources.org/Tools/OFR