



## 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