

**Short Agenda**

River Town Review

**Community Name**

### *(Customize this sample Short Agenda and change all areas highlighted in yellow.)*

### 2:00 – 2:10 Welcome

### 2:10 – 2:30 Big Picture

Project Vision & Goals

Summary of the project accomplishments to date

### 2:30 – 2:50 Tell us about your Town

Strengths

Weaknesses

Opportunities

Threats

### 2:50 – 3:10 River Town Review Observations

### 3:10 – 3:35 Community Brainstorming

### 3:35 – 3:45 Next Steps

### 3:45 – 4:00 Wrap up, Questions

*Adjust times based on the scheduled meeting date and start time.*