



Round Table Discussion Template

Round Table Discussion Agenda

1. Title of the Discussion:

- [Insert Title]

2. Date and Time:

- [Insert Date]
- [Insert Time]

3. Location:

- [Insert Location or Virtual Meeting Link]

4. Participants:

- [List of Participants with Names and Roles]

5. Purpose and Goals:

- [Clearly define the purpose of the discussion]
- [List specific goals to be achieved]

6. Agenda:

Welcome and Introduction (10 minutes)

- Opening remarks by the facilitator
- Introduction of participants
- Overview of the agenda and objectives



Topic 1: [Insert Topic Title] (20 minutes)

- Brief introduction of the topic by the facilitator
- Open discussion and sharing of insights
- Key questions to consider:
 - [Insert Question 1]
 - [Insert Question 2]

Topic 2: [Insert Topic Title] (20 minutes)

- Brief introduction of the topic by the facilitator
- Open discussion and sharing of insights
- Key questions to consider:
 - [Insert Question 1]
 - [Insert Question 2]

Break (10 minutes)

Topic 3: [Insert Topic Title] (20 minutes)

- Brief introduction of the topic by the facilitator
- Open discussion and sharing of insights
- Key questions to consider:
 - [Insert Question 1]
 - [Insert Question 2]

Topic 4: [Insert Topic Title] (20 minutes)

- Brief introduction of the topic by the facilitator
- Open discussion and sharing of insights
- Key questions to consider:
 - [Insert Question 1]
 - [Insert Question 2]

LaAphills

Summary and Key Takeaways (15 minutes)

- Facilitator summarizes key points discussed
- Identification of action items and next steps
- Open floor for final thoughts and questions

Closing Remarks (5 minutes)

- Closing remarks by the facilitator
- Thank you to all participants

7. Ground Rules:

- Respectful listening and no interruptions
- Equal opportunity for all to speak
- Keep comments concise and on-topic
- No side conversations

8. Action Items and Follow-Up:

- [List any action items identified during the discussion]
- [Assign responsibilities and deadlines]
- [Schedule follow-up meeting or check-in]

9. Notes and Documentation:

- [Name of person responsible for taking notes]
- [Method of documentation and distribution]

10. Additional Resources:

- [Insert any additional resources or materials needed]