



Sample Meeting Agenda for Patient-Family Advisory Councils (PFACs) & Researchers

Sample Meeting Agenda:

Time	Item
Time	Welcome- (Ground rules: Ask participants to come without their credentials. No white coats, please. On arrival ask each person to complete a name tag with first names <i>only</i> .)
Time	Who Are You, <i>Really?</i> - (Don't Sit Down Yet. Spend 5 minutes getting to know each other by asking: "Who Are You, <i>Really?</i> " What Makes You, "YOU" beyond professional roles? How do you spend your time? What interests you?
Time	Patient-Family Story – (Ask participants to sit. Invite someone to share a patient-family story with the group).
Time	Update on Current Research Projects-
Time	Patient-Family Advisors Evaluate Current Projects for Patient & Family Engagement. What's going well? Where are there opportunities to partner more deeply with patients and families?
Time	Update from PFAC on Current Projects & Goals
Time	Researchers Evaluate PFAC Projects: Are there opportunities to fund PFAC projects? What are some ways to get the word out to others (ie.- disseminate) about PFAC projects?
Time	Upcoming Projects: What opportunities are there for the PFAC and researchers to collaborate in the next 3 months?
Time	Adjourn: Say Goodbye to Someone You Didn't Get to Meet Earlier; Share Email Lists with Participants & Next Meeting Date/Time