

Agenda for Opportunity

**Meeting Title**

Decision Required: Resolution of ...

Facilitator: Name

***Options under Consideration***

- 1. Option 1
- 2. Option 2
- 3. Option 3

***Evaluation/Decision Criteria***

If evaluation criteria are known before the meeting (some conversations for opportunity will develop the criteria), set them out or reference them here.

***Evaluation/Decision Methodology***

If evaluation methodology is known before the meeting (some conversations for opportunity will decide the method), set it out here.

***Agenda***

- 1. Item 1
  - 2. Item 2
  - 3. Item 3
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***Preparation***

Reference any reading or other preparation that participants need to undertake

***Decisions***

*Record here any decisions the meeting makes*