

Getting to know a potential partner: sample meeting agenda

This sample agenda is designed for an early conversation between organisations exploring whether they might work together. Adapt it to suit your context, who is in the room and what you want to learn from one another.

Time	Conversation	What we want to achieve
5 mins	Welcome and purpose <ul style="list-style-type: none">• Welcome and Acknowledgement of Country• Why are we meeting?• What would be useful to understand about each other today?	Everyone understands the purpose of the conversation.
15 mins	Getting to know each other <p>Invite participants to briefly introduce themselves and share:</p> <ul style="list-style-type: none">• their role and organisation• the communities or people their organisation works with• what has prompted their interest in connecting• what they would like to learn from the conversation.	Participants understand who is in the room and what has brought them together.

30 mins	<p>Understanding each other's work</p> <p>Invite each organisation to share:</p> <ul style="list-style-type: none"> • what it does and who it supports • its current priorities and areas of work • how it works with other services and sectors • what matters to it when working in partnership. <p>Allow plenty of time for questions and discussion.</p>	<p>Participants develop a clearer understanding of each other's work, context and priorities.</p>
15 mins	<p>Exploring opportunities</p> <p>Discuss:</p> <ul style="list-style-type: none"> • Where do our work and priorities intersect? • What could we learn from one another? • Are there opportunities to strengthen connections, referrals or ways of working together? • Is there anything we need to understand better before considering partnership? 	<p>Participants identify areas of shared interest and whether further conversations would be useful.</p>
10 mins	<p>Where to from here?</p> <ul style="list-style-type: none"> • What, if anything, would we like to do next? • Who will be the contact person for each organisation? • When should we reconnect? 	<p>Participants are clear about any agreed next steps.</p>

For further information, check out our [10 steps to health justice partnership](#) resource.