

Subject: [Project Name] Change Agent Network Meeting

Please make every effort to attend this standing meeting. Work on [Project Name] is moving quickly. We will be making important decisions about communications, training, and support plans for our impacted groups every week.

Agenda:

- Review plan for the upcoming 2 weeks
- Updates on deliverables / actions from the previous meeting
- Round Robin: What's the buzz on the floor?
- Discuss plan adjustments & actions for the next week