

Elements	Key Discussion Points
Mission of the initiative —Include background information about the work you will do and a brief statement about the expected outcomes.	What is the problem that is being addressed?
	What result or outcome is expected?
	Why is it important to solve this problem?
	What are leadership and other stakeholders expecting this team to do?
Goals and objectives for the work the team will do —Be specific and include a timeframe for achieving the goals.	What do we want to accomplish, achieve, or create as a team?
	How will we know when we have accomplished our goals and objectives?
	How much time will we need to complete our objectives?