



SAMPLE MEETING AGENDA

- The typical ABM SMART meeting agenda lasts for one and one-half days.
- The majority of the first day is focused on presenting a leading-edge issue* or skill development. The remaining time focuses on cost management case studies, discussion of improvement tools and review of best practices.
- Meetings are designed to be highly interactive. Networking is facilitated through ample breaks and the team dinner at the end of the first day.

Monday

- 7:30 – Continental Breakfast
- 8:00 – Welcome & Update
- 9:00 – Key Topic
- 10:00 – Networking Break
- 10:30 – Key Topic continues
- 12:00 – Lunch
- 1:00 – Key Topic continues
- 2:30 – Workshop
- 3:15 – Networking Break
- 3:45 – Workshop continued
- 4:45 – Benefits & Concerns Discussion
- 5:15 – Meeting Over
- 6:30 – Meet for Networking Dinner

Tuesday

- 7:30 – Continental Breakfast
- 8:00 – Monday Recap / What did we learn?
- 8:15 – Member Case Study
- 9:15 – Core Skill session
- 10:15 – Break
- 10:45 – Open Topic
- 11:30 – Closing Thoughts & Announcements
- 12:00 – Box lunches (leave for the airport or stay for lunch)