

POP AGENDA TEMPLATE

Purpose · Outcomes · Process — design the conversation before you're in it.

Meeting / Topic:

Date:

Facilitator:

Decision-maker:

PURPOSE — WHY ARE WE GATHERING?

What decision, tension, or opportunity is driving this conversation? Is it worth the room's time?

OUTCOMES — WHAT SHOULD WE WALK AWAY WITH?

Check what applies, then name it specifically.

☐ Decision ☐ Plan ☐ Prioritized options ☐ Shared understanding ☐ Next steps & owners ☐ Other:

WHO'S IN THE ROOM — AND WHY

Facilitate / Decide / Contribute / Informed only. A smaller, intentional group beats a large, passive one — every seat should earn its place.

Name	Role in this conversation	Why this person, specifically?

PROCESS — HOW WILL WE WORK THROUGH IT?

Topic	Time	Owner	How will this be decided?

NEXT STEPS — CLEAR OWNERSHIP, CLEAR DATES

Action	Owner	Due Date

The POP framework (Purpose, Outcomes, Process) originates with the Social Transformation Project. This template adapts Robert Gass's "The Fabulous POP Model," which builds on earlier work by Leslie Sholl Jaffe and Randy Alford.