

SAMPLE AGENDA FOR FOOD SCRAP RECYCLING ASSESSMENT STAKEHOLDER MEETING

AGENDA

Goal: to update local stakeholders on the result of our food scrap recycling landscape assessment and get feedback on recommendations and next steps.

- 1:00-1:20 Welcome, quick introductions
- 1:20-1:30 Overview of lead organizational food waste initiative
- 1:30-1:40 Overview of city partnerships/goals related to food waste
- 1:40-1:50 City perspective/needs related to food scrap recycling
- 1:50-2:00 Goals/background of food scrap recycling landscape assessment
- 2:00-2:30 Findings of food scrap recycling landscape assessment
- 2:30-2:40 Small group direction: identify key topics for discussion and break into groups
- 2:40-2:45 Break
- 2:45-3:15 Small group breakout: discuss recommended actions (pre-assigned facilitators)
- 3:15-3:35 Small group reports (pre-assigned facilitators)
- 3:35-3:55 Local partners engagement overview/questions, next steps, closing
- 3:55-4:30 Networking

