

Conflict Resolution Meeting Agenda

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location]

Attendees:

- [Name 1]
- [Name 2]
- [Name 3]
- [Additional Names]

Agenda Items:

1. Welcome and Introductions
2. Overview of the Conflict
3. Share Perspectives
4. Identify Common Goals
5. Discuss Solutions
6. Action Plan Development
7. Wrap-up and Next Steps

Notes:

Please come prepared to discuss the points outlined in the agenda and contribute towards a constructive resolution.

Contact Information:

If you have any questions, please contact:

[Your Name]

[Your Email]

[Your Phone Number]