

This memorandum summarizes the [Date] kickoff meeting of the [*Aging-Friendly Project Name*] Steering Committee. It includes a meeting synopsis, an account of the feedback from the steering committee during the facilitated discussion, highlights of the site visit tour and a summary of project tasks and next steps.

- Attendance list of project committee members
- Meeting synopsis
Sample text: The purpose of the meeting was for the [Aging-Friendly Community Group Name] to introduce the [*Aging-Friendly Project Name*], inform the committee members about aging-friendly land use and describe the project. [Aging-Friendly Community Group Name] presented a PowerPoint about aging-friendly community building and a demographic profile specific to the characteristics of [Municipality]. Based on the observations of this meeting, an analysis of data and collaboration with the steering committee, [*Aging-Friendly Project Name*] will draft an aging-friendly land use assessment for [Municipality]. The required data and their availability were discussed, and the steering committee will assist to compile the data. Challenges and assets of the town were discussed throughout the meeting and during a subsequent walking tour, as well as in response to questions in a facilitated discussion.
- Discussion observations
- Walking tour site visit highlights
- Project tasks and next steps
Sample items: Steering committee edits/feedback on summary memo; data collection assignments; organize presentation at public meeting to inform about the aging-friendly community building project and solicit input; begin assessment mapping and data review.