

MEETING AGENDA

Guide to the meeting agenda

Meeting:	Group participating in meeting	Meeting date/time:	
Facilitator(s):	Person responsible for leading meeting	Meeting location:	
Preparation:	Actions participants should take prior to the meeting, i.e., documents to read, procedures to review.		

Topic/Presenter	Purpose/Process	Time	Result/Action Step	Responsible person	Due date
List here the topics that are to be discussed, in the order they are to be presented. Also include the name of the individual who will lead this section of the meeting. Leave room between topics so participants have room to record notes under the "Result" section	<p>Purpose: Note the reason why the topic is being presented at this meeting. Is it to:</p> <ul style="list-style-type: none"> • inform? • gather information or opinions? • generate ideas? • make a decision? • solve a problem? <p>Process: Note here how you will handle each topic. For example:</p> <ul style="list-style-type: none"> • inform – PowerPoint • ask for input – Round Robin • generate ideas – Brainstorming 	List time frame - in minutes - for each topic. The total number of minutes should total the time allowed for the entire meeting.	<p>Leave these three columns blank. Participants can take notes during meeting to track:</p> <ul style="list-style-type: none"> • Decisions made • Actions they are to take • Actions others are to take • Tabled items <p>Remember to include who is responsible for taking the noted action and the due date when that action is to be completed.</p> <p>These three columns can be used for the "official" notes. Copies of the leader's notes can then be distributed to all participants after the meeting.</p>		

Meeting Summary/Comments for next time: Allow a few minutes at the end of each meeting to discuss attendees' overall assessment of the meeting. If necessary, identify changes for future meetings

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