

Guide for Creating a Meeting Agenda

Meeting Goal(s):

What is the purpose(s) of the meeting? What do you want to have accomplished by the end of the meeting? Most meeting topics have one of these three goals: Give information, Get input, Make a decision.

Participants:

Who needs to be there?

Logistics:

Where and when should the meeting take place given who needs to attend?

Roles

Who will play what roles? Who will facilitate the meeting?

Leader(s): _____

Recorder/Secretary: _____

Timekeeper: _____

Agenda

Time	Topic	Goal	Who
	Social Time		
	Open Meeting Review goals, agenda, roles. Introductions if necessary.		
	<i>Topic or guiding question</i>	<i>Give information, Get input, or make decision?</i>	<i>Who leads the conversation on this topic?</i>
	Wrap-up Review agreements/decisions and tasks, who will do them and by when. Next meeting time/date, topics.		

Meeting Agenda

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