

Meeting Agenda Planning

Purpose of the group – “We are responsible for...” or “This meeting is intended for...”

Outcomes of Meeting – By the end of the meeting we should (or each person should) 1) know or understand...; 2) be able to...; and/or 3) have decided or planned...

Agenda Item/Topic	Who	Type of Activity	Time	Desired Outcome	Actions/Decision or Next Steps

Explanation of Form

Agenda Item/Topic

A brief description of the specific agenda item describing the topic to be discussed

Time

The estimated time it will take to have the group do the work for each agenda item.

Who

Who needs to use the work that the group produces, or who is bringing the agenda item to the group for action?

Desired outcome

What is the objective of the group's work related to this agenda item?
How will we know we're reached this objective?

Type of Activity

What type of work will the group have to do related to the specific agenda item (e.g., give information, get information, make a decision, chew it over, problem solve)? The type of activity also determines what materials might be necessary (e.g., data, mission/vision statement, flip charts/markers).

Action/decisions

Decisions made, actions planned, or next steps in relation to the agenda item.