



Unit: Writing
Skill 21: Meeting Notes And Agendas
Activity B: Developing An Agenda
Worksheet

Developing An Agenda

The following is an example of an agenda for a meeting.

Agenda:	
I.	Check-in and introductions
II.	Schedule and announcements
III.	Agenda review
IV.	Old business
V.	New business
VI.	Next steps (tasks and assignments)
VII.	Feedback
VIII.	Next meeting date and time

Tips for using an agenda:

- List a timeframe for each major heading so it's clear how long will be spent discussing that topic.
- Make sure everyone gets a copy of the agenda in advance of the meeting, preferably at least a few days, so they know what to expect.
- Enlist help from another meeting participant to monitor the time and keep the discussion moving.
- If topics need more discussion, clarify with participants that the group can decide to work through the challenging issue and defer the rest of the agenda, or continue with the agenda and make the difficult issue first on the list at the next meeting.
- At the end of the meeting, verify the information for the next meeting.