Meeting Management—Agenda Design Elements

Group Name/Date/Time

Facilitator Name: Recorder Name: Timekeeper Name:

Time	Lead	Agenda Item	Intended Outcomes	Notes
		Call to Order • Reminders: Operating Agreements & Decision-Making Process • Agenda Overview/Time limits • Agenda Additions/Revisions? • Inclusion Activity		
		Updates – Previous Meeting • Item #1 • Item #2 • Item #3 **Information Sharing** • Item #1 • Item #2 • Item #3 **Decision-Making Items** • Item #1 • Item #2 • Item #3		

		Closing Elements
		• Review Action Steps
		• Agree on Commitments
		• Reminders
		  ✓ Date of next meeting
		  ✓ Roles for next meeting
		• Process Observations
		• Celebrations
		• Farewell		

Meeting Management—Taking Action!

Sample Formats:

Format #1

✔	What?	Who?	When?

Format #2

✔	What?	D/A*	Who?	By When?	Notes

** Decision or Action*

Format #3

Task	Person Responsible	Budget	Deadline	Progress

Format #4

Task	Team Member(s)	Target Dates	Resources Needed	Progress