

Meeting Agenda

Date:	Time:	Duration:	Location:
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Effective meetings follow three rules:

They meet the objectives, They take up minimal time, They follow structure

To Prepare an Agenda, consider the following factors:

- Priorities – What needs to be covered?
- Results – What needs to be accomplished at the meeting?
- Participants – Who needs to attend the meeting for it to be successful?
- Sequence – In what order should the topics be covered?
- Timing – Identify time needed per topic?

Meeting Purpose:	
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Topic/Item	Topic Leader	Allocated Time	Objective(s)	Completion / Follow-up Date

Additional Comments: