The Agenda:
The agenda communicates important information such as:

- Topics for discussion
- Presenter or discussion leader for each topic
- Time allotment for each topic

How to Create an Agenda

1. Send an email to request agenda items and inform all group members of the upcoming meeting time and location

2. Keep agenda items to a minimum - summarize agenda items in an outline format similar to the example shown to the right.

3. Send the agenda to all meeting participants at least 24 hours in advance with a reminder of the meeting objective, location, time, and duration

Sample Agenda

Lu Wolf, Incorporated

Chapter Meeting Agenda
Sunday, March 31st, 20XX

Objective: Goal setting for spring semester

Call to Order
Roll Call
Review of Minutes (Secretary - 5 min)
1) Fall semester review (Sister Jean - 10 min)
2) Brainstorm semester goals and programs (Lu Wolf - 20 min)
3) Position reports
Adjournment
How to Plan a Meeting

Purpose of Meeting

- Give members a chance to discuss and evaluate goals and objectives and develop courses of action
- Keep members updated on current events
- Provide opportunities for the group to communicate and promote group cohesion
- Allow the organization to pull resources together for decision making and plan implementation
- Ensure members are aware of their importance to the group. Ask for opinions and ideas
- Solve problems

During the Meeting

- As a leader, be a role model. Listen and show interest, appreciation and confidence in members.
- Be courteous, allow everyone the chance to contribute, and respect people's feeling and acknowledge constructive contributions.
- Keep conversations focused. As gentle and tactfully as possible, end discussions when they are unproductive.
- Get done what you need to get done.

After the Meeting

- Record and distribute meeting minutes
- Discuss any problems from the meeting or information covered in the meeting with your advisor. Work on solutions and implement them at future meetings
- Follow-up on delegated tasks and ensure members understand and fulfill their responsibilities. Give recognition and appreciation to excellent and timely progress.
- Put unfinished business on the agenda for the next meeting.