

CREATING MEETING AGENDAS

Creating and using effective agendas for team meetings is one of the most important tasks a team can engage in. Teams should make sure that someone takes on this responsibility for each meeting. This task may rotate among team members, or a designated facilitator may take responsibility. Creating effective agendas can help teams plan meetings, maintain the focus of meetings, promote meeting productivity, and provide a way to keep a record of what happened during the meeting.

AN EFFECTIVE MEETING AGENDA

- Is realistic for the amount of time scheduled for the meeting
- Allows time for Connections and to review norms and the agenda at the beginning of the meeting
- Allows time to review action planning progress from previous agenda goals/actions
- Allows time for agenda item action planning
- Allows time to summarize what happened at the end of the meeting

GETTING ITEMS ON THE AGENDA

- Set up an online virtual or real team mailbox in a place that is accessible to team members. Members fill out a form with a description of what they want to discuss, its relevance to team identified goals, how long they think the agenda item will take, and who will present the item to the team.
- Circulate a blank agenda to team members to list items for the meeting.
- Generate ideas at the current meeting to address at the next meeting.
- Allow time at the beginning of each meeting when the agenda is being reviewed to suggest additional items.