**Building An Agenda**

Group/Meeting Name

Date

Start Time

End Time

Location

Purpose

Who are the stakeholders?

What are the desired outcomes?

Who is the leader/facilitator?

Who is the recorder?

Who is the time-keeper?

What decision –making method will be used in the meeting?

* Decide and announce
* Gather input from group and decide
* Consensus
* Delegate with Constraints
* Majority Vote

**Sample Agenda**

|  |  |  |  |
| --- | --- | --- | --- |
| **What (Content)** | **How (Process)** | **Who** | **Time** |
| **Start-up**   * Purpose * Roles * Outcomes/Agenda * Ground Rules * Decision making |  |  |  |
| Agenda item #1 | List, clarify issue  Agree on problem/challenge if there is one |  |  |
| Agenda item #2, etc. |  |  |  |
| **Solution(s)** | List, clarify, build up or eliminate, agree on solution |  |  |
| **Next Steps** | List, clarify, agree on action plan |  |  |
| **Meeting Evaluation** | What is working well and what can we change? |  |  |