

Creating a Meeting Agenda

Agendas should be created for every meeting. They provide the “roadmap” or demonstrate what you would like to accomplish in the meeting, who will participate, and how much time is available. There are a variety of different styles available for agendas. Most all agenda format recommendations include the following items:

- Purpose for the meeting. A purpose of “discuss the new vacation policy” is not really a purpose. What outcome are you attempting to achieve in the meeting? Are you attempting to make a decision (collaborative meeting), inform the members about a policy change (instructive meeting), allow each meeting participant to update all other participants (action generating meeting), or is it a combination? Your purpose statement (aka “Objective”) state what outcome you are expecting from the meeting.
- Meeting start time
- Meeting end time
- Meeting location
- Topic list with some detail on the topic
- Time list for each topic (e.g. how long should each topic last)
- Meeting participants. If individual meeting participants are leading specific topic areas, the names of those participants should be highlighted in the topic list.

Stick to the agenda.