

Agenda Example

Agenda Item	Purpose	Notes
Welcome (5-10 min)	Get ready to work	Introduce yourself and what you hope to get out of this meeting
State meeting goals (5 min)	Set the tone	Clarify a timeline and resources for our next program
Set the timeline (20 min)	Ensure clarity	<p>Backward plan from the day of the event.</p> <p>Event date: Marketing distributed to students: Marketing distributed to families: Vendors confirmed: Volunteers recruited: Volunteer communications sent:</p>
Establish resources (10 min)	Set a plan	<p>Number of volunteers needed:</p> <p>Venue set up:</p>
Summary/Conclusion (5 min)	Commit to action	<p>Joe: By 12/10 craft flyer</p> <p>Yasmine: By 12/15 create volunteer sign up form</p>



Activity: Build your Agenda

Agenda Item	Purpose	Notes
Welcome (5-10 min)	Get ready to work	Introduce yourself and what you hope to get out of this meeting
State meeting goals (5 min)	Set the tone	
Primary Meeting Purpose		
Secondary Meeting Purpose/Details		
Summary/Conclusion (5 min)	Commit to action	

