

MEETING AGENDA

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DATE & TIME: _____ LOCATION: _____

FACILITATOR: _____

PURPOSE OF THE MEETING: _____

NOTE-TAKER: _____ TIMEKEEPER: _____

OTHER PARTICIPANTS: _____

BEFORE THE MEETING, complete these sections:

AGENDA ITEMS:

TIME & LEAD

DURING THE MEETING, use the section below to record decisions, next steps, agenda items for the next meeting, etc.

1. Ensure that key roles are filled: facilitator, note-taker, timekeeper
Review the purpose of this meeting
Review the agenda and make any necessary updates
Revisit the improvement idea from the previous meeting

5 minutes
Led by the facilitator

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

Last agenda item:
▶ Evaluate this meeting using the quick assessment below
▶ Decide on one improvement for the next meeting
▶ Plan the next meeting

EVALUATE THIS MEETING:

We stayed on track with our agenda: NO YES

Everyone participated: NO YES

We achieved the meeting purpose: NO YES

We clarified our next steps: NO YES

This meeting was time well spent: NO YES

How can the **NEXT MEETING** be better than this meeting? Decide on one action and write it here:

PLAN THE NEXT MEETING:

Purpose: _____

Date and time: _____

Facilitator: _____ Note-taker: _____ Timekeeper: _____