

Meeting Agenda Form

[From: Doyle, M. & D. Straus.(1976). *How to Make Meetings Work*. New York: Jove.]

Name of Group: (e.g., Board of Directors, Technical Committee)

Title of Meeting: (if appropriate; for e.g., Grant Proposal Discussion, Monthly Board Meeting)

Meeting Called By: (if appropriate)

Date: **Place:**

Start Time: **End Time:** (Ending the meeting on time shows respect for participants' time)

Desired Outcomes: (List everything substantial you hope to accomplish by the end of this meeting. Making outcomes explicit tells the group why they have been called to the meeting and helps the Chair or facilitator keep the group focused. Be sure key group members buy-in to these outcomes)

Background Materials: (Let group members know if you expect them to read or review materials in advance of the meeting. Be sure they have 1-2 weeks notice in advance of the meeting)

Please Bring: (Inform the group in advance if they need to bring materials to the meeting)

Chairperson: (Who will be Chairing the meeting?)

Facilitator: (When addressing complex or controversial issues, it is often helpful to have a facilitator guide discussion. A facilitator also allows the Chair to participate more fully in discussion)

Group Members: (You may or may not wish to include a list of participants. Listing participants is most appropriate for ad hoc groups that don't meet on a regular basis)

Observers: (Let the group know if there will be people observing but not participating in the meeting)

Decision-making Method: (If decisions will be made at this meeting, make explicit how those decisions will be arrived at (e.g., majority vote, consensus, executive decision))

Final Decision-maker: (Don't play games with the group. If the group decision can be overridden by the Chair or some other person or agency, make that clear from the outset to avoid future confusion or mistrust)

Agenda Items (in order)	Person Responsible	Time Allocated
e.g.,		
1 – Coordinator's report	Coordinator	(Note: We tend to pack meetings with too many agenda items. Estimating time for each item helps avoid this tendency)
2 – Budget report	Treasurer	
3 – Identify funding opportunities	Treasurer	
4 – Select streambank restoration options for Ruff Run project	District Conservationist	