

Worksheet B

Agenda Format

Name of group:

Time & date:

Location:

Facilitator/s:

Agenda planner/s:

PROPOSED AGENDA

	Minutes	Start time	Lead/s	Notes <i>Activity? Expected outcome?</i>
Opening				
Introductions				
Process review				<i>Review objectives, agenda, meeting agreements</i>
Topic A: _____ (light)				<i>Decision?</i>
Topic B: _____ (medium-heavy)				<i>Decision?</i>
Break				<i>*Take breaks every 90 minutes</i>
Topic C: _____ (medium-light)				<i>Presentation? Discussion? Decision?</i>
Next steps				<i>Review action items Define next meeting and roles</i>
Brief evaluation				
Announcements				
Appreciations				
Close				