Productive Meetings
aka
How to Avoid Meetings That Suck

presented by

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MEETING AGENDA TEMPLATE

Group Name:

Day, Date, Year:

Location:

Meeting Time: Start – End

Time – Time: Arrival, snacks, visiting
(*pre*-meeting, 5-15 minutes)

Prep/Study/Bring:

AGENDA

Purpose/Objective:

Time – Time Topic 1 – Why you're here – Name of Responsible Party (vision/reason/incident)

Time – Time Topic 2 – Name of Responsible Party

Time – Time Topic 3 – Name of Responsible Party

Time – Time (5-10 minutes) Next Steps (this should be a re-cap: deliverables, by whom, by when)

Time – Time (3-5 minutes) Next Meeting

Time – Time (last 3-5 minutes) Clarifying Questions

Meeting Types

INITIAL PLANNING

1 What type of meeting will you hold?

2 What subject is this meeting about?

3 What is the specific objective or desired outcome?

4 Who will the required participants be? Why are they selected?

5 Who will the optional participants be? Why are they selected?

Achieving Your Meeting Objective

1 What type(s) of discussion(s) will lead participants to your meeting objective?

2 Will your meeting be a discussion on a single topic or will it need to be divided into multiple topics?

3 What types of questions will help spur that discussion?

4 Will you be the only facilitator, or will other people need to be asked/voluntold/invited to present/facilitate a portion?

Pre-Meeting Process & Prep

1 What type of preparation can meeting participants complete so they arrive with more questions, ideas, thoughts and/or solutions?

2 Is there a public location where they can compile these, or should they each arrive with these in hand?

3 Are there any deliverables, products, examples, etc., that attendees should bring?

4 For optimal meeting organization, which of these components will you need to discuss beforehand with any other meeting collaborators/facilitators?

Meeting Roll-Out, Facilitation and Follow-Through