Developing an Agenda

An agenda is essentially a plan for your meeting. Planning ahead to develop a solid agenda before each meeting helps you organize the information you need to cover, remember special materials you might need to bring, and figure out how long the meeting will take. Agendas allow meetings to have a logical flow.

Before Writing An Agenda
Review previous meeting minutes.
Check with persons who had assigned duties, and find out if they are ready to give reports on their work.
Write, copy and circulate the agenda ahead of time via campus mail or email. Group members who know what the meeting will involve ahead of time may have more to contribute.

Basic Format
Date, time and place of meeting.
Establish attendance.
Review of most recent past meeting or events ("old business").
New business, new items, ask for last minute additions to the agenda at the beginning of the meeting.
At the end of the meeting, have time designated for reviewing major decisions, and delegated responsibilities.

Additional Tips
Rotate secretarial duties if you do not have a designated Secretary.
Place similar issues together on the agenda so the group's mind set remains stable. The meeting will then have better "flow". Cover all aspects of one subject before moving on.
Allow time to debate controversial items.
Respect everyone's right to contribute to the agenda. Avoid personal biases.

Sample Agenda

Title of Club, Organization or Committee
Date, Time, Place
• Call to Order
• Establish attendance
• Approval of Minutes
• Officer's Reports
• Committee Reports
• Old (unfinished) Business
• New Business
• Discussion
• Announcements
• Adjournment