

Agenda Planning Worksheet

A well-developed, collaborative agenda makes the most of a group's time together. Use this worksheet to create an agenda for your next meeting.

When drafting your agenda, consider:

- the purpose of the meeting
- the desired outcome(s) of the meeting
- who you require additional input from before completing the agenda

The purpose of the meeting is to...

What is the topic?	How much time is needed?	What information is needed?	Who is responsible for this topic?	What needs to be done? (decision, update, discussion, etc.)

As this information becomes available, list the person responsible for the following:

Minute-Taker:

Recorder:

Timekeeper:

Facilitator: