

Meeting Agenda

Organization Name: _____

- Agenda -

Department Name: _____

Day, Date: _____

Time of Meeting: _____

Meeting Location: _____

Aim of Our Microsystem:

Participants

Time	Method	Item	Aim/Action
		1. Clarify Objectives	Leader reviews objectives of meeting
		2. Review Roles: Leader: Recorder: Timekeeper: Facilitator:	Use meeting role cards to help function in the meeting roles
		3. Review Agenda and times	Leader to move group through agenda Time keeper track time for each agenda item Recorder track action items
		4. Work Through Agenda Items	Track action steps for each item to be completed during action period (Use Action Plan)
		5. Review Meeting Record-Action Plan	Recorder reviews with group
		6. Plan Next Agenda	Leader helps group determine next agenda based on action plan and next steps in process
		7. Evaluate Meeting	Use 1-10 scale with 10 being the best meeting, comment on what went well and what could be improved for next meeting