

## Definition Agenda of Meeting

Agenda means things to be done in the meeting. It is a predetermined program of the business to be transacted in the meeting . It is a systematic record of the items of business in their proper order of importance. In preparing agenda, the routine items of business in their proper order of importance . In preparing agenda, the routine items are place first and then controversial matters are placed . It is generally served with the notice of the meeting . Agenda should be written in clear and explicit language avoiding ambiguous words. Agenda is prepared before the meeting takes place with a view to avoiding omission of any important business in any meeting. The agenda is prepared by the secretary in any important business in any meeting. The agenda is prepared by the secretary in consultation with the chairman or senior executive of the organization. Generally agenda are written at the bottom of the notice. Sometimes , agenda are given in a separate sheet which is enclosed with the notice. All items in the agenda are serially written in order of importance and sometimes with notes under each item . The agenda items must be within the scope of the meeting and not in violation of the rules, regulations and buy-laws of the organization sometimes, agenda are written in an Agenda Book for the use of the Chairman

In other words we can say .An agenda is a list of meeting activities in the order in which they are to be taken up, beginning with the call to order and ending with adjournment. It usually includes one or more specific items of business to be acted upon. It may, but is not required to, include specific times for one or more activities. An agenda may also be called a docket, schedule, or calendar. It may also contain a listing of an order of business.

Agenda means things to be done. It is usually sent along with the notice of the meeting. It is a list of the topics to be discussed in a meeting.

Sometimes the agenda is prepared after the circulation of the notice in order to include the member's opinion. If the subject matter of the meeting is secret, the agenda may not be circulated. Some definitions of agenda are as follows:

According to Rajendra pal and Korlahalli, "Agenda is document that outlines the contents of a forth coming meeting."

So, agenda is an items or issues prepared by the secretary and which are to be discussed or transacted in a forthcoming mitten.

### Features or characteristics of agenda

The features of agenda can be stated as follows:

Generally, agenda is sent along with the notice of the meeting.

It is written at the end but before or after the signature of the convener of the meeting.

It is arranged according to the importance of the end.

Controversial topics should be written at the end.

The topics are determined by the secretary with consulting the higher authority or the convener of the meeting.

It is written in brief but explicit manner.

Specimen of Agenda

Importance or necessities of agenda

Agenda is the explicit topics to be discussed in a meeting the members. No one can ignore the importance of an agenda. The necessity or importance's of an agenda are as follows:

As it is circulated in advance, the members of the committee or meeting can take preparation to discuss the topics accurately.

It helps to take a prompt decision.

Since it has a set of order, it helps the chairperson to conduct the meeting smoothly.

It can ensure covering all the topics that will be discussed in a meeting.

It helps to control the unnecessary talking in the meeting.

It helps to write the minutes and resolution of the meeting.

As it is served earlier, the members of the meeting can exchange their thought and ideas informally before holding the meeting.

Example.

Title of group / project

Date and time

Location.

1. Welcome.

2. Minutes of previous meeting held on ...date / location, - review and accept (previously circulated).

3. Review actions from previous meeting.

Detail of action 1 and who was responsible

Detail of action 2 and who was responsible

4. Review of work carried out since last meeting. List those responsible.

5. Discussion and setting of objectives for next period of work.

List those responsible detailing separate actions.

6. Any other business (AOB).

7. Date / time of next meeting.