

Template: Meeting Agenda and Notes

Description

This activity guides teams to create agendas for upcoming stakeholder or team meetings, and then engage peers and instructors in constructive critique.

Instructions

One tool for structuring, facilitating, and capturing data from meetings and workshops with stakeholders is an agenda. This tool should help communicate with meeting participants ahead of time about the goal and content of a meeting, provide structure during meeting, and keep track of decisions made, tasks assigned, deadlines set.

1. As a team create an agenda for a meeting with your Community Partner to discuss progress on your project and help you define / prepare for your next steps (5 minutes).
2. Email to instructor to put up on the projector
3. Critique each agenda as a class (10 minutes):
 1. Strong points
 2. Areas for improvement
4. Review Criteria and example from instructors
 1. Basic info (date, time, location, participants, roles)
 2. Clear goal / purpose / title
 3. Clear action items
 4. Time limits
 5. Space for notes
 6. Space to capture action items
 7. Space to designate responsibilities and deadlines

Example of template below

Meeting #: date, location:

Facilitator:

Note taker:

Agenda:

1. (Time) – Discussion Point
2. (Time) – Discussion Point
3. (Time) – Discussion Point

Notes (what is discussed related to each agenda item):

Post Meeting Action Items:

No.	Action	Assigned To	Deadline	Progress

Decisions Made:

Major Accomplishments:

Next Meeting: