



Checklist: Create an effective meeting agenda

Agenda details

- Start time
- List of attendees
- Location
- Date
- Time per topic

Meeting Objective

- Goal (What needs to be accomplished)
- Priority
- Limit agenda topics (time)
- Send invitation to participants

Agenda outline

- Call to order
- Introduction
- Approval of agenda
- Topics
- New Topics (arising from meeting)
- Adjournment



Guidelines: Create an effective meeting agenda

1. Create your meeting agenda in advance

- a) Send an invitation (E-mail attendees) prior to the meeting
- b) Distribute a tentative agenda prior to the meeting to ensure
 1. Attendees know what to expect
 2. Important topics are not overlooked
 3. Attendees will be more prepared to discuss topics
- c) Revise the agenda prior to meeting according to attendees input

2. Agenda details

- a) Start time (end time is determined after agenda topics are set)
- b) List of attendees (Who should be attending)
- c) The place or dial-in information for accessing the meeting
- d) Date (when the meeting is taking place)

The Meeting Objective

- a) The goal of this meeting
What do you need to accomplish at the meeting?
- b) The objective
Ensure each agenda item is directly related to the goal
The objectives must be clearly stated in the agenda
- c) Prioritize the list of topics
Create a checklist to ensure that all information are covered
Priorities / Sequence

3. Time Per Topic

- a) The content dictates how long each topic should take
- b) Don't over-schedule time per topic
- c) When running out of time consider
 - Accelerating discussion to approach decision
 - Deferring discussion until another meeting
 - Assign topic for discussion to a subcommittee
 - Ask attendees if they want to devote more time to topic

4. Limit the agenda topics

- a) Long agendas seem daunting and often don't get read
- b) Assigning topics to various participants will increase involvement

5. Include any other relevant information for the meeting

- a) The minutes taker
- b) Attached documents

- c) Previous meeting minutes
- 6. Agenda outline:**
 - a) Call to order
 - b) Introduction
 - First time meeting – starting a new group
 - Consecutive meetings (committee meetings)
 - Limited period (task force / strategic plan)
 - c) Approval of agenda (review agenda items)
 - d) Review previous meeting minutes (Consecutive)
 - e) Topics (targeted goal)
 - f) New topics (business arising from minutes)
 - g) Adjournment

Remember: There is an SCCDS staff member assigned to support you and your committee. They have electronic committee rosters, agenda and meeting notes templates, and other tools to help with committee management. You should be responsible for managing your committee, but work with your staff coordinator