

# Writing a Simple Meeting Agenda

## Definition:

- ❖ Writing a meeting agenda involves careful planning and organization to ensure that the meeting runs smoothly and efficiently.
- ❖ Here's a step-by-step guide to creating a simple meeting agenda:

## 1. Determine the Meeting Objectives

- ❖ Before you start writing the agenda, clearly define the objectives of the meeting.
- ❖ What do you hope to achieve?
- ❖ Objectives help focus the meeting and provide direction for the discussion.

## For example:

To review the progress of the current project.

To discuss upcoming deadlines and deliverables.

To address any issues or obstacles.

## 2. Gather Input from Participants

- ❖ Consult with key participants to gather their input on what should be included in the agenda.
- ❖ This ensures that all relevant topics are covered and that participants feel involved in the planning process.
- ❖ You can do this via email, a brief meeting, or a shared document.

## 3. List the Agenda Items

- ❖ Based on the objectives and input from participants, list the main topics to be discussed.
- ❖ Each agenda item should be specific and actionable.
- ❖ For each item, include:

**Topic:** The subject to be discussed.

**Presenter:** The person responsible for leading the discussion on that topic.

**Time Allocation:** The estimated amount of time allotted for each topic.

## 4. Structure the Agenda

Organize the agenda items in a logical order. A typical structure might include:

- ❖ **Welcome and Introductions:**

A brief opening to welcome participants and introduce any new members.

❖ **Review of Previous Meeting Minutes:**

A review of the minutes from the last meeting to ensure continuity.

❖ **Main Discussion Items:**

The core topics to be discussed, ordered by priority.

❖ **Any Other Business:**

An opportunity for participants to raise additional topics not included in the agenda.

❖ **Summary and Next Steps:**

A recap of the key points discussed and any action items assigned.

## **5. Include Preparation Notes**

- A.** Add any preparation notes or instructions for participants.
- B.** This could include materials to review, data to bring, or tasks to complete before the meeting.
- C.** This ensures everyone comes prepared and can contribute effectively.

## 6. Review and Finalize the Agenda

- A.** Review the agenda to ensure it is complete and accurate.
- B.** Check that the time allocations are realistic and that all necessary topics are included.
- C.** Once finalized, distribute the agenda to all participants well in advance of the meeting.
- D.** This gives them time to prepare and provides an opportunity to suggest any last-minute changes.

### Detailed Example of a Simple Meeting Agenda

#### Meeting Agenda

**Date:** [Insert Date]

**Time:** [Insert Time]

**Location:** [Insert Location]

**Facilitator:** [Insert Name]

**Attendees:** [Insert Names]

## Objectives:

Review progress on the current project.  
Discuss upcoming deadlines and deliverables.  
Identify any issues or obstacles.

## Agenda Items:

1. **Welcome and Introductions** (5 minutes) – (by Facilitator)  
Brief introductions and welcome to new members.

2. **Review of Previous Meeting Minutes** (10 minutes) –  
(by Secretary)  
Discussion of any changes or updates to the previous minutes.  
Approval of the previous meeting's minutes.

3. **Project Progress Update** (15 minutes) –  
(by Project Manager)  
Overview of project milestones achieved since the last meeting.  
Presentation of key metrics and data.  
Open floor for questions and discussion.

4. **Upcoming Deadlines and Deliverables** (20 minutes) –  
(by Team Members)

Discussion of upcoming deadlines.

Assignment of tasks and responsibilities.

Identification of potential risks or challenges.

5. **Issues and Obstacles** (20 minutes) – Open Discussion

Identification of any issues or obstacles faced by  
team members.

Brainstorming possible solutions.

Assignment of tasks to resolve issues.

6. **Any Other Business** (10 minutes) – Open Discussion

Open floor for participants to raise additional  
topics or questions.

7. **Summary and Next Steps** (5 minutes) –  
(by Facilitator)

Recap of key points discussed.

Confirmation of action items and responsible  
individuals.

Setting the date and time for the next meeting.

## Preparation Notes:

Review the project update document sent via email.

Prepare to discuss any issues or obstacles encountered.

Bring any relevant data or materials for the discussion on upcoming deadlines.