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**MEETING AGENDA**

Date

Location

**Vision:**

xxxxxxxxxxxxxxxxx

**Mission:**

xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

**Values:**

**xxxxxxx**

**yyyyyyy**

**zzzzzzzz**

**Notes About What Follows:**

The first number shown for an item , **#)**, represents the order number on the agenda and is the number to look for to identify corresponding background materials that are enclosed with the agenda. You should have that handy in some form for the meeting

The # after the title represents the minutes allotted.

After that, a "process" may be identified, i.e., brainstorm, discussion, presentation, q & a, decision.

Then the time slot is specified.

**Overall Purpose of the Meeting**:

**Participants:**

List the names of the participants

**1) AGENDA ITEM TITLE** (Person's name)

***Time***:

XX minutes from: X:XX to X:XX

***Purpose***:

State the purpose of this agenda item in two sentences or less. Why is it so important that it is the focus of group time instead of people doing the 1000 other things they have to do.

***Process***:

1. Process to be used, (person's name), xx minutes
2. Process to be used, (person's name), xx minutes
3. Process to be used, (person's name), xx minutes

***Who:***

Write who is taking the lead on this topic, if anyone.

This may list the same people listed in the process. In other cases someone may be in charge of an item, but not be one of the processes.

***Perspective, what is needed from the group***:

 This should tell people how orient themselves to this item.

What do you want from them?

For example; to understand, to judge, to be creative, to look at the pros and cons.

***Info***:

Paste it here or if long and complex attach to agenda with this item number.

Tell people what they need to read ahead of time.

***Summary of next steps: Who is doing What by When?***

 Write any follow up actions that will be taken, who will take it and when.

 Write any decisions that have been made.

 Votes that have been taken.

 Motions and votes

**2)  AGENDA ITEM TITLE** (Person's name)

***Time***:

XX minutes from: X:XX to X:XX

***Purpose***:

State the purpose of this agenda item in two sentences or less. Why is it so important that it is the focus of group time instead of people doing the 1000 other things they have to do.

***Process***:

1. Process to be used, (person's name), xx minutes
2. Process to be used, (person's name), xx minutes
3. Process to be used, (person's name), xx minutes

***Who:***

Write who is taking the lead on this topic, if anyone.

This may list the same people listed in the process. In other cases someone may be in charge of an item, but not be one of the processes.

***Perspective, what is needed from the group***:

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***Summary of next steps: Who is doing What by When?***

 Write any follow up actions that will be taken, who will take it and when.

 Write any decisions that have been made.

 Votes that have been taken.

 Motions and votes

**4)   AGENDA ITEM TITLE** (Person's name)

***Time***:

XX minutes from: X:XX to X:XX

***Purpose***:

State the purpose of this agenda item in two sentences or less. Why is it so important that it is the focus of group time instead of people doing the 1000 other things they have to do.

***Process***:

1. Process to be used, (person's name), xx minutes
2. Process to be used, (person's name), xx minutes
3. Process to be used, (person's name), xx minutes

***Who:***

Write who is taking the lead on this topic, if anyone.

This may list the same people listed in the process. In other cases someone may be in charge of an item, but not be one of the processes.

***Perspective, what is needed from the group***:

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What do you want from them?

For example; to understand, to judge, to be creative, to look at the pros and cons.

***Info***:

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Tell people what they need to read ahead of time.

***Summary of next steps: Who is doing What by When?***

 Write any follow up actions that will be taken, who will take it and when.

 Write any decisions that have been made.

 Votes that have been taken.

 Motions and votes

**5)   AGENDA ITEM TITLE** (Person's name)

***Time***:

XX minutes from: X:XX to X:XX

***Purpose***:

State the purpose of this agenda item in two sentences or less. Why is it so important that it is the focus of group time instead of people doing the 1000 other things they have to do.

***Process***:

1. Process to be used, (person's name), xx minutes
2. Process to be used, (person's name), xx minutes
3. Process to be used, (person's name), xx minutes

***Who:***

Write who is taking the lead on this topic, if anyone.

This may list the same people listed in the process. In other cases someone may be in charge of an item, but not be one of the processes.

***Perspective, what is needed from the group***:

 This should tell people how orient themselves to this item.

What do you want from them?

For example; to understand, to judge, to be creative, to look at the pros and cons.

***Info***:

Paste it here or if long and complex attach to agenda with this item number.

Tell people what they need to read ahead of time.

***Summary of next steps: Who is doing What by When?***

 Write any follow up actions that will be taken, who will take it and when.

 Write any decisions that have been made.

 Votes that have been taken.

 Motions and votes

**6)  AGENDA ITEM TITLE** (Person's name)

***Time***:

XX minutes from: X:XX to X:XX

***Purpose***:

State the purpose of this agenda item in two sentences or less. Why is it so important that it is the focus of group time instead of people doing the 1000 other things they have to do.

***Process***:

1. Process to be used, (person's name), xx minutes
2. Process to be used, (person's name), xx minutes
3. Process to be used, (person's name), xx minutes

***Who:***

Write who is taking the lead on this topic, if anyone.

This may list the same people listed in the process. In other cases someone may be in charge of an item, but not be one of the processes.

***Perspective, what is needed from the group***:

 This should tell people how orient themselves to this item.

What do you want from them?

For example; to understand, to judge, to be creative, to look at the pros and cons.

***Info***:

Paste it here or if long and complex attach to agenda with this item number.

Tell people what they need to read ahead of time.

***Summary of next steps: Who is doing What by When?***

 Write any follow up actions that will be taken, who will take it and when.

 Write any decisions that have been made.

 Votes that have been taken.

 Motions and votes

**7)  AGENDA ITEM TITLE** (Person's name)

***Time***:

XX minutes from: X:XX to X:XX

***Purpose***:

State the purpose of this agenda item in two sentences or less. Why is it so important that it is the focus of group time instead of people doing the 1000 other things they have to do.

***Process***:

1. Process to be used, (person's name), xx minutes
2. Process to be used, (person's name), xx minutes
3. Process to be used, (person's name), xx minutes

***Who:***

Write who is taking the lead on this topic, if anyone.

This may list the same people listed in the process. In other cases someone may be in charge of an item, but not be one of the processes.

***Perspective, what is needed from the group***:

 This should tell people how orient themselves to this item.

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***Info***:

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Tell people what they need to read ahead of time.

***Summary of next steps: Who is doing What by When?***

 Write any follow up actions that will be taken, who will take it and when.

 Write any decisions that have been made.

 Votes that have been taken.

 Motions and votes

**END TIME at x:xx**

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**INFORMATION TO READ**

1**)  AGENDA ITEM TITLE** (Person's name)

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**2)  AGENDA ITEM TITLE** (Person's name)

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