

# Team Agenda Best Practices

## Agenda Considerations

1. State a very clear purpose for the meeting
  - a. Ask yourself – If this meeting ended well and we accomplished what we meant to, how would I know?
  - b. Start every meeting by declaring the purpose
2. Attendees
3. Time, duration, date
4. Agenda topics
  - a. Try to state them as outcomes if possible (begin with an action verb)
  - b. \*\*Remember the best practices for teaming depending on the type of meeting and the intended outcomes of the meeting. You may categorize each agenda item by the following. Are we:
    - I. Presenting information
    - II. Providing consultation
    - III. Coordinating
    - IV. Making joint decisions
    - V. Doing collective work
  - c. Clearly note how each agenda topic ties back to a team goal
  - d. Review progress on action items from last meeting and determine if complete or continuing
5. Owners for each agenda item
6. Time expectations for agenda items
7. Have a specific section for recap which includes
  - a. Summary of decisions
  - b. Next steps
    - I. Owners
    - II. Timeline
8. Meeting note taker

## Other Considerations

- Consider the order of agenda items
- Expectations for being prepared (pre-reads, etc.)
- Review Norms
- Buffer time at beginning
- Protocols for people who are late
- How do we inform those that could not make it?
- Watch the trap of same agenda different day
- Rotating agenda and note taking responsibility