



## Appendix Ten

### How to Write an Agenda

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**Purpose of an Agenda:** To provide a structure to use everyone's time effectively.

**Format:** There are many formats, but these are the steps that need to be included.

- **Heading:** Include meeting title, date, time, participants, and goal
- **Discussion Topics:** Compile a list of topics that need to be discussed at the meeting. There should be some order or method for their progression.
- **Timing:** Note the approximate time spent on each item. This will help participants determine the importance of each item and how much time will be allowed for discussion.
- **Wrap up:** Include an "open" or "questions" section at the end of your agenda. This gives people a chance for feedback or clarification.
- **Action Items:** Complete the agenda with tasks that need to be done or questions that need to be answered. Don't forget to follow up on these tasks and questions.

**Tips to maximize your meeting time:**

- **Be prepared** - Send out the agenda a day or two before so that people can review it and have time to prepare or give thought to the items on the agenda.
- **Set clear expectations** – Make sure meeting participants leave knowing deadlines for what they need to do next.

### Sample Agenda

#### Planning Community Forum September 25, 2018 7:00-8:30 p.m.

**Goal:** To introduce the Sisterhood to women in local mosques and synagogues.

**Meeting Participants:** Amanda, Wendy, Heba, Janet (recording minutes).

#### AGENDA

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|---|-----------|
| • Check-in  | 7:00-7:15 |
| • Define program "success" (e.g. # people, what want them to learn) | 7:15-7:30 |
| • Develop criteria for location and brainstorm potential locations  | 7:30-7:45 |
| • Brainstorm who to invite  | 7:45-8:00 |
| • Discuss strategy for inviting women to the event                  | 8:00-8:15 |
| • Wrap-up, including questions and assigning tasks                  | 8:15-8:25 |
| • Closing reflections   | 8:25-8:30 |