



Appendix Ten

How to Write an Agenda

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 |