

**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**

* 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