**Sample Agenda Format**

Meeting/Team Name: Delta TBAL 4: Emotions and MBTI\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Meeting: 09/27/2024\_\_\_\_\_\_\_\_ Time: 2:00 PM Location: DH314\_\_\_\_\_\_\_\_

1-Objectives for the Meeting 2 min

Complete TBAL 4: Emotions and MBTI\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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2-Roles for the Meeting 1 min

Facilitator: Fabian\_\_\_\_\_\_\_\_\_\_ Time Keeper: Billy\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Recorder: Bryce\_\_\_\_\_\_\_\_\_\_\_\_\_ Initiator: Billy\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3-Review and Revise Agenda and Timeframe for Meeting 1 min

4-Agenda Items \_\_min

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| Topic | Action Sought | Time | Facilitating Member |
| Identify Team Roles | Identification | 3 min |  |
| Identify Common Sparks | Identification | 10 min |  |
| Identify Differences in Sparks | Identification | 10 min |  |
| Lessons Learned From Discussion | Insight | 10 min |  |
| KSS | Evaluation | 3 min |  |

(Action = Info, Discussion, Action)

5-Review Meeting Record 3 min

6-Plan Next Agenda 2 min

* Review assignments, timeframes and roles

7-Evaluate Meeting 5 min

* KSS