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| **Template 1** |
| **Creating a Meeting Agenda: 48 Hours Before Meet** |
| **Step 1: Goal:**  State the goal of the meeting. Mention the feedback you want after the meeting. The goal of the meeting can be:   * Persuade, * Inform, or * Entertain |
| **Step 2: Overview**  Specify the overview of the meeting. The overview should relate to the meeting’s specific goals. It specifies the areas discussed and the quantifiable results you aim to achieve.  Note: Objectives should have value to the attendees. |
| **Step 3: Body**  Apply the rule of three here to ensure all key topics are covered and action items are addressed. The elements must operate together. The objectives and the aim should connect in some way. Build the agenda items in the following manner for success:  Objective: Responsible team members. The expected result of discussions  For example, Review project budget expenditures. Responsible: Joy, Sandy, Aman, and Priya. Result: Show planned versus actual expenditures to date. Provide recommendations and comments. |
| **Step 4: Summary**   1. Review your accomplishments and shortcomings. 2. Discuss future actions. 3. Request a synopsis of everyone’s “Takeaways.”   **Notes**   * Ensure that everyone in the meeting has a role. Participants need not be present if they have no responsibility. You can send minutes to them instead. * Each participant should summarize their key learnings. Never presume a team member understands or accepts responsibility for a task unless they clearly state so. * Use a “Parking Lot” to stay on track. If a member wants to discuss something that isn’t on the agenda, note that in the parking lot and discuss it later. * Follow the 48/24 Rule. Post the schedule 48 hours before the event. Managers should publish minutes within 24 hours of the meeting. |