## Administrative Meeting Agenda Sample

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| **Meeting Time and Date** |  |
| **Location** |  |
| **Chair** |  |
| **Scribe** |  |
| **Attendees** |  |

**Agenda Items:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Item** | **Prep required** | **Time** | **Who** |
| 1. | 2-minute check-in |  |  |  |
| 2. | Review of agenda |  |  |  |
| 3. | Review of Actions/Decisions from previous meeting |  |  |  |
| 4. | Review of calendar |  |  |  |
| 5. | Review Mission, Goals and Norms |  |  |  |
| 6. | Identification of Leads/Seconds to be assigned |  |  |  |
| 7. | Review of Assignment Plans for upcoming assignments:   1. MBUS830 – Case Analysis 2. MBUS801 – Question Set | Read assignment  Review Question Set | 15 mins  15 mins | Bill Cooper  Manoj Singh |
| 8. | Debriefing any recently handed in assignments   1. MBUS829 – Starbucks Financial Analysis and Presentation | Think about what worked/didn’t work/could have been better from a process perspective. |  | Sarah Keefe |
| 9. | Chair Debrief |  |  |  |
| 10. | Wrap-up and Meeting Debrief |  |  |  |
| 11. | Compile & Review Lessons Learned |  | 5 mins | Scribe |