

PRE MEETING AGENDAS

A pre meeting agenda can help organize the meeting, keep everyone on track, and ensure that objectives are accomplished.

A good agenda covers the following information:

- Date and place of meeting
- Start time and end time
- Brief description of each topic, in order of priority, including names of individuals who are responsible for performing some action
- Proposed allotment of time for each topic
- Any premeeting preparation expected of participants

Tips for Writing Meeting Agendas

- The agenda for a meeting should fit on one side of a sheet of paper.
- Keep it simple.
- Do not make it over detailed.
- A good agenda covers the following information:
 - Date and place of meeting
 - Start time and end time
 - Brief description of each topic, in order of priority, including names of individuals who are responsible for performing some action
 - Proposed allotment of time for each topic
 - Any premeeting preparation expected of participants
- Distribute the agenda so it is received at least 48 hours before the meeting. Bring enough copies to the meeting to hand out to every attendee in case they do not bring the agenda with them. Use a bullet or column format for the agenda. Avoid paragraphs of text.

Agenda for the kick-off meeting on a new project

Since we will be trying to formulate some firm recommendations about new staffing needs, this outline can help prepare us to accomplish as much as possible on Tuesday morning. Below are the major agenda items, along with time and decision goals.

Develop criteria for creating new staff jobs.

GOAL — Devise a formula for deciding how positions will be allocated

TIME — 30 minutes

Identify areas for new staff positions.

GOAL — Choose those areas that best fit criteria

TIME — 40 minutes

Select task force members to write report to vice president.

GOAL — Pick best author for each section of report

TIME — 10 minutes

Schedule date for next meeting. Other business.

GOAL — Allow sufficient time for drafting report

TIME — 10 minutes

Having the agenda ahead of time should give everyone the chance to think about issues beforehand. Also, a plan for the meeting may help us handle business more efficiently and keep us from going off on tangents.

Practice Task

Your department is planning to offer a new study abroad course to all majors. The course will be held in Berlin, Germany for three weeks in summer 2021. How can you best promote this course to your majors?

Create an agenda to be discussed in the meeting

1. List five possible methods to promote the program.
2. Identify strengths and weaknesses of each method.
3. Write three action items.

Minutes of meetings

A record of the proceedings of a meeting is called “the minutes.”

Write minutes that do the following:

- Provide the name of the group, as well as the date, time, and place of the meeting.
- Identify the names of attendees and absentees, if appropriate.
- State whether the previous minutes were approved or revised.
- Record old business, new business, announcements, and reports.
- Conclude with your name and signature.

Tips for Writing Meeting Minutes

Events can be listed in minutes of meeting either chronologically or in order of importance.

- Key points can be highlighted in boldface, italics, or with a border.
- Don't try to edit or write the minutes while you are at the meeting taking notes. Write down everything during the meeting.
- Later, type your notes and edit the list, eliminating anything trivial and/or unimportant.