1

AGENDA

Project Title:

Date of Meeting: Primary Facilitator:

Beginning Time: Secondary Facilitator:

Ending Time: Timekeeper:

Location: Minute Taker:

Scribe:

Purpose: Practice meeting management skills by conducting a “launch meeting”

Desired Outcomes: Commitments, Ground Rules, Logistics, Parking Lot; Issues List

Participants:

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Time Discussion Topics:

3 min 1) Warm-Up, Assign Roles

2 min 2) Review Meeting Purpose, Desired Outcomes, and Agenda (including times)

0 min ~~3)~~ ~~Review Action Items from Last Meeting and Collect Deliverables~~

10 min 3) Develop Commitment Agreement

5 min 4) Establish ground rules.

5 min 5) Develop meeting logistics.

5 min 6) Discuss and establish a “Parking Lot”.

5 min 7) Prepare an “Issues List” (Action Items List) template.

3 min 8) Wrap-Up: Decisions, Action Items, Next Steps, and Critique

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