

# Agenda and Meeting Tips

## Agenda

### Opening

- Approve agenda
- Approve minutes
- Reports from committees, staff, etc.

### Substance

- Presentations
- Discussions
- Decisions

### Closing

- Announcements – whatever
- Next steps - basket
- Review agreements
- How did it go?
- Adjourn

### Agenda Tips

*Put out the agenda in advance*

*Use the same rough format every time*

*Make sure everyone knows how things get on the agenda – equal access*

*Stay on track – have a basket to list things to deal with another time*

## Someone in charge

Someone is looking out for process

Time keeping

Calling on people

Someone to direct question to and look to for guidance

The person in charge is a servant of the group

Could be the chair, or could be rotating facilitator

*the person “in charge” sets the agenda*

## Respect

Don't interrupt each other – everyone gets heard

Separate ideas from personalities – critique ideas and behaviors, not people

Start and end on time. Come prepared.

Praise each other. Thank each other. Recognize accomplishments.

## Written agreements

Take time to write things down.

Make sure everyone understands and agrees to what's written down

## Space

Sit in a circle, so everyone can easily see everyone.

Good food always helps.

