



Team Agenda Best Practices

Agenda Considerations

1. State a very clear purpose for the meeting
 - a. Ask yourself – If this meeting ended well and we accomplished what we meant to, how would I know?
 - b. Start every meeting by declaring the purpose
2. Attendees
3. Time, duration, date
4. Agenda topics
 - a. Try to state them as outcomes if possible (begin with an action verb)
 - b. **Remember the best practices for teaming depending on the type of meeting and the intended outcomes of the meeting. You may categorize each agenda item by the following. Are we:
 - i. Presenting information
 - ii. Providing consultation
 - iii. Coordinating
 - iv. Making joint decisions
 - v. Doing collective work
 - c. Clearly note how each agenda topic ties back to a team goal
 - d. Review progress on action items from last meeting and determine if complete or continuing
5. Owners for each agenda item
6. Time expectations for agenda items
7. Have a specific section for recap which includes
 - a. Summary of decisions
 - b. Next steps
 - i. Owners
 - ii. Timeline
8. Meeting note taker

Other considerations:

- Consider the order of agenda items
- Expectations for being prepared (pre-reads, etc.)
- Review Norms
- Buffer time at beginning
- Protocols for people who are late
- How do we inform those that could not make it?
- Watch the trap of same agenda different day
- Rotating agenda and note taking responsibility

Ready to elevate your team?
Contact Bright Arrow today.

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