

# MEETING AGENDA

## Management || Worksheet

Use this as a guide to create agendas and schedules for your meetings. The most important first question to ask: Do we need to have a meeting about this? If you do need a meeting, make sure you have an agenda.

### Purpose of the meeting:

Sharing Information       Brainstorming

### Meeting Leader:

\_\_\_\_\_

### Meeting Attendees:

### Desired Outcome of the Meeting:

### Sample Meeting Schedule:

- 1:00pm: Key project updates- Barney
- 1:15pm: Review tasks for upcoming period- Melissa
- 1:30pm: Identify issues and/or problem- Melissa
- 1:45pm: Determine key commitments for upcoming period- Sarah
- 2:00pm: Adjourn

