



AGENDAS

HOW TO WRITE A GOOD ONE

What is an agenda?

- A tool that helps organize a meeting to make it more effective.
- Provides a clear framework for the meeting discussion and what tasks need to be done afterwards.

Why do you need one?

Time Management:

Keeps meeting on track and ensures all topics are covered within allotted time.

Preparation:

Gives participants time to prepare for meeting and attend with necessary details.

Focus:

Keeps meeting focused on main objectives and goals.

Accountability:

Assigns tasks or items to team members, which helps to hold them accountable for their responsibilities.

Productivity:

Maximizes meeting's effectiveness and keeps team on track.

Most important parts

- The meeting's purpose.
- A list of topics to be discussed.
- Time allocated for each topic.
- Leader/speaker for each topic.

Standing Items:

Items that may get re-visited at recurring meetings for a particular group (eg: staffing levels, complaints)

3 types of agenda items



1. For Information



2. For Discussion



3. For Decision/Action

Quick tips

- **Keep it concise:** Be clear, but brief and to the point. Save the explanations for the meeting.
- **Prioritize the most important topics:** Start with the most important topics first, and then move on to less important ones. This ensures that you cover the most critical issues before running out of time.
- **Include time limits:** Assign time limits to each agenda item. This helps keep the meeting on track. Be realistic when estimating!
- **Include action items:** Bring forward the action items from your last meeting, to ensure they were addressed, and create new action items from this meeting.
- **Include the "type" of agenda item next to each topic** - see "3 types of agenda items" above. This provides clarity to the intent of the discussion.
- **Circulate your agenda** a few days to a week before the meeting. This ensures members have a chance to review and prepare. Too early and they forget. Too late and they don't have adequate time to prepare. This can often be facilitated by your local Medical Administrative Assistant (MAA).
- **Format:** see "[Basic Agenda Template](#)" or "[Department Meeting Agenda Template](#)".