



Meeting Agenda

Meeting agendas are forms that provide a clear set of meeting topics, objectives, and time frames for the attendees. These forms are used as a guide throughout the meeting to stay organized and on schedule. These forms also help with preparation of the meeting.

Step One – Establish the meeting type and define the goal of the meeting. The main purpose of the meeting.

Step Two – Reach out to all the attendees and determine which items need to be discussed in the meeting.

Step Three – Identify specific meeting topics that relate to the main purpose of the meeting.

Step Four – Start drafting your Meeting Agenda with the name of the meeting, date, time, and location at the top of the page.

Step Five – Add the following topics as separate sections in the following order, and provide time to allow for remarks:

- Call to Order
- Roll Call
- Meeting Minutes Reading and Approval (from previous meeting)

Step Six– The following sections will vary and may be titled differently depending on the type of meeting, but should include:

- Introduction and Officer/Director/Senior Members/Department Heads' reports along with updates regarding previous action items.
- Campus Groups/Committee/Staff/Faculty reports and updates.
- Old business discussions and general orders.
- New business items.
- Action items.
- Upcoming deadlines or announcements.
- Closing Remarks and reminder of the next meeting date, time, and location.
- Meeting adjourned.

Step Seven – With approval, send the Meeting Agenda along with any necessary supporting documents or reports to meeting attendees.

RESOURCES:

For additional information and a sample agenda according to Robert's Rules of Order click here:

<https://robertsrules.org/agenda.php>



Meeting Name, Date, Time & Location
Agenda Items

I. Officer Updates/Reports

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II. Campus Groups/Committee Updates/Reports:

<i>Heads & Directors</i>	<i>Project Coordinators</i>
<i>HR Supervisor</i>	<i>Life & Work Ambassadors</i>
<i>Budget Ambassadors</i>	<i>Building Managers/ UA Briefings</i>

III. Current Projects

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IV. New Business:

V. Action Items

Action Items	Owner(s)	Deadline	Status
<i>Reschedule planning meeting</i>	<i>Gina</i>	<i>02/15/22</i>	
<i>Create new Box folder for Budget 2023</i>	<i>Mark</i>	<i>03/01/22</i>	

VI. Upcoming Deadlines/Events

- SBS Staff Luncheon – April 27, 2022 @ Marriott*
- Winter Closure- Dec 26-Jan 2nd*