

The Meeting Agenda

Running a meeting can sometimes be intimidating, especially if you feel like you're going to blunder, look scatterbrained, or feel that you don't have enough to talk about. That's why it's always a good idea to write or plan out an agenda for your meeting. You won't run out of things to say, your meeting will have a flow to it, and you won't forget to bring up any important points that you might have to hit during the meeting.

So how does one plan out an agenda? Agendas should be formed on a case-by-case basis, depending on the group and your own leadership style. But here are some general guidelines to get you started.

A typical agenda might look like this:

The Super Secret Society of Student Services (the 5 S club)
1st meeting of the semester
September 5, 2050

- *Introductions*
- *Mission and goals of the group*
 - *Overview of what's been done in the past*
 - *Brainstorming of new ideas*
- *Old business*
 - *Leftover budget from last semester*
- *New business*
 - *Elections of new positions*
 - *Putting new members on our listserv*
 - *Budget for this semester*
 - *Set a weekly meeting time*

Some key things to keep in mind when you're setting an agenda:

- Always go over things that have been leftover from the last meeting at the beginning, so that people can refresh themselves on what the group has been doing, and so that you can finish the old business and lay it aside.
- Have a good idea of how long things will take, so that you don't pack your agenda full of things, and then stress out because you don't have enough time for everything.
- Leave room in your agenda for people to discuss the points that you're bringing up, and to raise new ones of their own.
- Some people really like to know where your meeting is going, so consider writing the agenda you've created on a whiteboard, or handing it out to people when they come to your meeting.