

## How to Prepare a Meeting Agenda & Minutes

A typical meeting agenda template would require the author to provide perquisite information such as:

- Meeting title
- Meeting date
- Meeting location
- Meeting contact phone number
- Name of meeting Chair
- Standard agenda items (e.g. approval of agenda; approval of the last meeting minutes dated; business arising from the last meeting; new/other business; date and location of the next meeting; adjournment (time)).

High performance organizations incorporate their three or four strategic objectives into their agenda template so that each meeting is directed to categorize its business against their strategic goals. If an agenda item does not support a strategic objective or goal, then it compels the leaders to ask themselves why the item deserves discussion. Often the answer directs the leadership to amend the goals or substitute the new subject for a less supportive one.

Meeting minutes also lend themselves well to templates. In addition to recording discussion details and decisions/agreements, the minute template can provide columns that establish “action” steps and “accountable” individuals as well as “timeframe”, “budget item coverage” and other reference points tailored to the organization. This quick reference approach to minutes is one way of addressing time constraint problems sited by most volunteers today.