

SAMPLE

Meeting Name

Date

Location

Agenda

Topics	Key Point/Discussion	Decisions/Next Steps
Attendance & Welcome		
Updates		
Topic 1		
Topic 2		
Topic 3		
Next Meeting		

* Office of Substance Abuse

SAMPLE

Meeting Name

Date

Time Location

OSA Conference Room B

- Member 1
- Member 2
- Member 3*
- Member 4

- Member 5
- Member 6
- Member 7*
- Member 8

1. Updates (FYI)

2. Discussion Items

Decision:

3. Other topics:

Future Meetings

Every first Xday from Xam to Xam

Additional meetings may be necessary and will be decided at the regularly scheduled meeting

SAMPLE

Sample Meeting Sequence Often Referred to as Internal Agenda or operational agenda

Time	Activity	Method/Technique	Lead (who begins activity)
Time frame, beginning/end times	Introduction Welcome	Round robin, give name, org, etc	Facilitator
Time frame, beginning/end times	Review meeting ground rules and outcomes	Review or generate if do not have ground rules. Review outcomes for the meeting and clarify as needed	Facilitator
Time frame, beginning/end times	Updates, Report outs	Report out to group, minimal or no discussion	Varies
Time frame, beginning/end times	Brainstorming or discussion items	Many techniques can be used: small group discussions, brain mapping, force-field analysis, etc.	Varies (but often facilitator)
Time frame, beginning/end times	Decision-making	Many techniques for making decisions on items discussed: consensus, modified consensus, nominal group technique, etc. Or may decide other next steps need to occur before a decision is made	Varies
Set Next Meeting			

* Adapted from Kelsey, D., and Plumb, P. (2001). *Great Meetings! How to Facilitate Like a Pro*. Hanson Park Press. 3rd printing

Closing the Meeting
Next Steps/Follow-through

To close out a meeting, try to spend the last 5 minutes of the meeting reviewing what each person said they would do during the meeting and when each task is agreed to be completed. The table below may help track who agreed to do what by when. This should be emailed out to each member.

Task	Who will do	Date Due	Who to let know when task accomplished