



## Agenda items

### Time

The time set is a 'best guess' and there may be need for some flexibility. The organiser should try and keep broadly to the times set or run the risk of the meeting going over the allotted time, or items not being fully discussed.

### Purpose

Be as precise as you can. After the meeting you should be able to detail the outcome of the menu item. Avoid words like discuss as discussion is generally a part of the meeting. Use words like: agree, determine, decide and list especially when the purpose is to plan something or solve a problem. Other meetings such as consultative ones might use: review, explore, and then suggest or recommend. For example to 'review the current situation' and 'suggest possible solutions'.

A clearly defined purpose will help people to prepare for the meeting.

### Responsibility

This might be one person, for example if they are presenting to the meeting, or a reminder of what's expected from the participants. This will allow people to think about the issue before the meeting and also bring along anything that might be needed, for example, reference materials.

### Keep in mind

The biggest complaints about meetings are that they are poorly structured and have no agenda, are too long and go off topic and others don't prepare for the meeting.



The most important thing when creating an agenda is that it helps make the meeting more effective. This format is only a suggestion.

<i>Time</i>	<i>Purpose</i>	<i>Responsibility</i>
2 mins	Agree a time and date for next meeting	Everyone Bring diaries  Please keep next Thursday afternoon free if possible
	To determine the scope of the new onboarding programme	
5 mins	Outline of what needs to be included from HR perspective	Henry
5-10 mins	List other areas which should be included from business sections	Everyone What needs to be included from your perspective?
10 mins	To prioritise areas (discussion)  <b>Outcome</b> Agree five most important areas to cover List optional areas to include if possible	Everyone