

Template for a Purpose-Driven Agenda

Use this worksheet to prepare agendas that will ensure meeting objectives are met.

Date of Meeting: _____

Start and End Time for the Meeting: _____

Location of Meeting: _____

What to Bring: _____

Focus Topic: _____

Guiding Questions:

- _____
- _____

What We Need to Accomplish: _____

Agenda

1. Call to Order

2. Introduction of Members and Guests

3. Approval of Minutes from Previous Meeting

4. Announcements

5. Reports and/or Professional Development Activity

6. Unfinished Business (if any)

a. _____

7. Discussion and response to guiding questions (above)

8. New Business

a. _____

b. _____

c. _____

9. Adjournment

The agenda can be further enhanced by assigning a time and person responsible for each agenda item.