

## Worksheet: Detailed Agenda

People will love seeing an agenda that looks like this. Send it around in advance. Attach any brief reading or data, with questions for attendees to consider before they are together in-person or on-line.

Date / Start and End Time		Location / Call-in Information	
People (Names and contact info. for everyone in attendance)			
Situation (Brief description of the situation that calls for this meeting)			
Flow	Est. Time	Methods / Process	Voice
<b>Opening</b>		<ul style="list-style-type: none"> <li>• Situation and Achievements for this meeting;</li> <li>• Introductions/Roles at meeting;</li> <li>• Process Guidelines</li> </ul>	
<b>Achievement 1:</b>			
<b>Achievement 2:</b>			
<b>Achievement 3:</b>			
<b>Follow-Up Planning</b>			
<b>Closing</b>		<ul style="list-style-type: none"> <li>• Acknowledge achievements;</li> <li>• Recap decisions-made and next steps;</li> <li>• Get Feedback on Meeting.</li> </ul>	