



<Meeting Title>

1

The **“purpose”** should clarify the specific reason this meeting is important to the overall timeline and goals of the project.

Purpose:

<The meeting purpose answers the question, “Why Meet?”>

Desired Outcomes:

<“A Desired Outcome is what your meeting aims to achieve, the expected result. Desired Outcomes are: brief written statements; specific and measurable; from the perspective of the participant; nouns not verbs.”>

By the end of this meeting, we will have:

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2

Create a **“desired outcome”** in conjunction with the “what(s)” in the agenda column (see below). Think of desired outcomes as tangible things the group will create during the meeting (“a list, a framework, a timeline”) or a point in the meeting when the group makes a decision (“a verbal agreement on XXX”). Stay away from phrases like “an understanding.” How about saying, “A verbal agreement on XXX and XXX.”

Agenda:

What	How	Who	Time
<p>The “what” column should divide each of the topics you wish to cover during the meeting. They should be nouns, not verbs, and give a one/two word description of the topic for discussion.</p> <p style="text-align: center;">2</p>	<p>The “how” column of the agenda serves as the facilitator’s road map and helps the group achieve its desired outcomes. Having a defined process for discussion will keep the group on track. Each row may have multiple bullets to describe the discussion process. Start each bullet with a verb (how the group will discuss) + noun (what the group will talk about).</p> <p>Example: Agree on next steps & action items</p> <p>Sample “How” verbs:</p> <ul style="list-style-type: none"> • Brainstorm • List • Clarify • Eliminate • Prioritize • Discuss • Agree • Advocate • Present • Determine • Review • Assign • Debrief • Confirm • Update <p style="text-align: center;">3</p>	<p>The “who” column assigns a person to each of the activities listed in the “how” column. It is the facilitator’s responsibility to meet with each person before the meeting to determine the desired outcome for their topic.</p> <p style="text-align: center;">4</p>	<p>The “time” column assigns a designated amount of time to each topic. You may find that once you assign time to each topic, do not have enough to complete all the desired outcomes. Time can also serve as the “bad guy” during the meeting to help the group stay on track.</p> <p style="text-align: center;">5</p>

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= The circles above indicate the recommended order in which to complete this agenda template.