

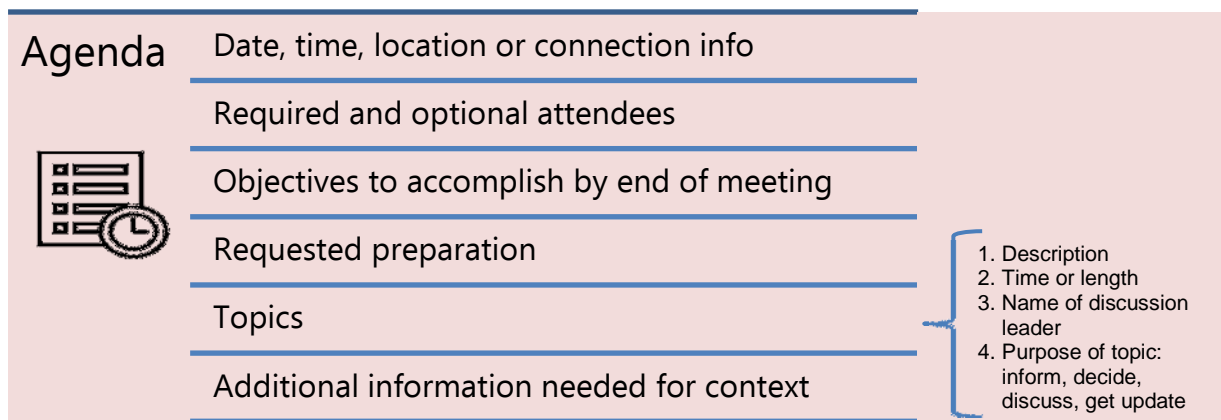
## QuickTip – How to Construct a Good Meeting Agenda

Everyone’s time is valuable. Use a good agenda to keep your meeting on track. There’s an art to creating a useful agenda, and this tip will show you how.

### When to Use

Create an agenda for every meeting, no matter how informal. Match the formality and detail of the agenda to the complexity, size, and length of the meeting. For example, the agenda for a one-on-one meeting may be a few bullet points that you summarize in one sentence while the agenda for a complex facilitated session may be much more rigorous and take extensive thought to create.

### Procedure



An agenda should contain the items shown in the picture above.

1. When and where the meeting will be held
2. Who is expected to attend
3. What objectives should be accomplished by the end of the meeting
4. What attendees should know and do in advance so the meeting is effective
5. What topics will be covered

The list of topics is where a lot of the art comes in. It lays out a roadmap. Following the roadmap during the meeting should lead to accomplishing the meeting’s objectives. Therefore, the order of topics matters, and the topics should be more than a cryptic list.

Describe each topic so that attendees know enough about it to discuss it intelligently. Allot a specific amount of time to it. List who will lead the discussion on that topic and what the expected outcome is. Some meeting leaders use a standard set of labels to describe expected outcomes, for example, inform, decide, discuss, and get update.

## Considerations

1. A good agenda is just the start. Use the list of topics to manage the flow of the meeting. At the beginning of the meeting, explain that you expect everyone to focus their discussion on the agenda. Put the agenda on a screen or whiteboard during the meeting to help them.
2. If the discussion starts to get off track, remind people where they are on the agenda. Wrap up discussion on a topic when the allotted amount of time is about to expire. If it becomes clear that the time on the original agenda was wrong, mutually agree to alter the agenda in real time because the detour is important enough.
3. See the QuickTips on Timeboxing and Consolidation for more information on how to keep the meeting on track.