### Sample Agenda for your ACF Community Group Meetings

**Date, time and length of meeting:**

**Facilitator:**

**Notes/minutes taker:**

**Time keeper:**

**Participants:** Be sure to track attendance ([**pass around the group meeting sign-in form**](http://acf.org.au/group_meeting_signin) or use your own)

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| --- | --- | --- | --- |
| **Timing (minutes)** | **Item** | **Outcome** | **Who?** |
| 5 | **Acknowledgment of Country and Overview of Agenda** |  |  |
| 5 | **Introductions / Check-in**Eg. Say your name, what you’ve been up to since the last meeting and one word that describes how you’re feeling. |  |  |
| 5 | **Reaffirm your Group Norms for meetings**Eg. How do you commit to conducting yourselves around discussions and decision-making. Will you stick to time?Norms can be refined through regular group review of how well the group is doing.Groups with explicit operating rules are more likely to achieve their goals.Need some help? [**Check out the Developing Shared Group Norms Worksheet**](https://docs.google.com/document/d/1ANudm4lMKH9Qaz8u5qhHT9bATh0FK_SDTlsEYN1gfNQ/edit#heading=h.3df0fpkrmte1)**.** |  |  |
| Timing (minutes) | **Item** | **Outcome** | **Who?** |
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|  |  |  |  |
| 5 | **Meeting evaluation*** What worked, what to change?
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| 5 | Next Steps and actions arising* Remind everyone of the outcomes and actions they have committed to, so they can remember to do them!
* Agree on date, time and place for your next meeting
* Set a goal for what you want to have achieved by your next meeting
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**Explanation of the agenda headings:**

* Timing: Estimate how long the item will take.
* Item: Title for the focus of the session. In this column you could include if there is preparation for the meeting (eg. reading a document).
* Outcome: Note the purpose of the session or hoped for outcome (eg. Update/Info Sharing; Discussion; Planning; Decision-making).
* Who: Note if someone will take the lead on the item, present etc.

**Tips:**

* Allow time for introductions and check-ins at the beginning of the meeting.
* Make time to review the agenda together. Check that everyone can stay for the whole meeting, or if not make sure items they need to be present for are moved if necessary. Agree on the finish time for the meeting and remind people of group agreements (eg. listening to each other, being respectful, step up and step back, etc.)
* Early on, have a few straightforward items that help the group warm up and feel effective together, like reviewing past actions and giving quick updates.
* If there is an important item don’t leave it to the end of the agenda, but don’t make it first thing either. Allow for the group to settle in (including any latecomers), knock off some easy items and then deal with the biggest item, putting after that any that don’t need as much time or are less of a priority.
* For decision-making items: Present the issues; ask clarification questions; formulate proposals (potentially before the meeting); test for support; make decisions; allocate tasks.
* At the end of the meeting summarise actions (it can help for buy-in to have each person state the actions they commit to); do a quick evaluation of the meeting (what worked, what to change?) and plan for the next meeting. Don’t forget to appreciate the facilitator, minute taker and participants!

Source: Holly Hammond, Plan to Win http://plantowin.net.au/

### Minutes Template for your ACF Community Group Meetings

**Date, time and length of meeting:**

**Facilitator:**

**Notes/minutes taker:**

**Participants:** Be sure to track attendance ([**pass around the group meeting sign-in form**](http://acf.org.au/group_meeting_signin) or use your own)

**Apologies**:

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Discussion** | **Decision**  | **Tasks**  |
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**Next meeting:**

**Items to add to next meeting agenda:**

**Explanation of the minutes headings:**

* Discussion: keep the notes on this brief - bullet-points and just the main points that will update someone who missed the meeting, or jog the memories of those who were there. During the meeting people can ask for something to be minuted – for example if they have a strong opinion about something the group is going to go ahead with.
* Decision: Capture concisely any decisions the group makes. The wording may come from proposals that are adopted.
* Tasks: Any actions coming out of the meeting, including who will do what by when. Next meeting the group can review the task list to keep people accountable.

Source: Holly Hammond, Plan to Win http://plantowin.net.au/