

Guidelines to setting the perfect meeting agenda

Create your agenda and circulate before meeting

- Call for agenda items at least a week before meeting.
- Distribute agenda at least 3 days before a meeting.
- Include any pre-reading or preparation needed.
- Be consistent in distribution – email, Facebook, Messenger.

Start with meeting details

- Meeting time.
- Meeting place.
- Dial in information.
- Contact details (for further information).

The meeting objective

- Review the purpose of meeting and prioritise list of topics from most important to least.

Time and responsibility

- Allocate time per topic and adhere to this during the meeting. If more time is needed ask those present if they are happy for another item to be taken off the agenda.
- Allocate person responsible to speak to each topic. This also allows people to contact that person if they require further information.