

Tool 12-4

Agenda Form

AGENDA FORM

Name of Meeting: _____

Date: _____ Start and End Times: _____ Location: _____

Purpose	By the end of this meeting, we will have . . .
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Attendees	Names/Roles:
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Time	Agenda Item	Facilitator	Action Items Deadlines Who's Responsible

continued on next page

Tool 12-4, continued

Agenda Form

MEETING COMMUNICATIONS

Name of Meeting:	
Introduction	
Title / Type of Meeting (for example, planning, informational, brainstorming, and so forth) / Date / Start and End Times/ Location	
Purpose	By the end of this meeting, we will have. . .
Why they are being invited . . .	
If they can't attend, they should . . .	
What prework they can do . . .	
How and when they should RSVP . . .	
What they should expect at the meeting . . .	
Other notes . . . (for example, dress code, parking, refreshments, and so forth)	