

Agenda Planning Template

Use this template to document and plan the purpose, logistics, and process of your session.

Group/Meeting Name:

Date: _____ *Time: From:* _____ *To:* _____

Location:

Location Instructions (Parking, Access, Policies):

Meeting Host:

Meeting Coordinator or Facilitator:

Participants:

Purpose of Meeting:

Desired Outcome: By the end of the meeting, we will have:

Schedule:

<i>What (Content)</i>	<i>How (Process)</i>	<i>Who</i>	<i>Time (length)</i>	<i>Time (schedule)</i>
Opening: <input type="checkbox"/> Context <input type="checkbox"/> Desired Outcome <input type="checkbox"/> Agenda <input type="checkbox"/> Norms <input type="checkbox"/> Roles <input type="checkbox"/> Introductions				
During:				
Closing: <input type="checkbox"/> Next Steps <input type="checkbox"/> Reflection				
Follow-Up: <input type="checkbox"/> Evaluation <input type="checkbox"/> Gratitude				