



Is this Meeting Really Necessary?

Do you know the purpose of this meeting? Do you have an agenda? Do you know your role?

1. Has a goal been set for the meeting? (i.e., the purpose)
2. Has an agenda been created ahead of time?
3. Will the appropriate people be attending? (i.e., those necessary for any decisions that must be made)
4. Could the information be covered in a e-mail or memo?

Create the Agenda

*MS Office has many templates for various types of agenda.
There are more available on the web.*

- Send an e-mail stating there will be a meeting, the goal of the meeting and the administrative details (when and where).
- Ask participants requesting an agenda item to contact you no less than two days before the meeting. The request should include the amount of time s/he needs to present.
- Summarize agenda items. Be sure to have times listed. Have at least 10 'extra' minutes for each hour. Better to get out early than late.
- Send agenda to all participants at least one day before the meeting. Remind everyone of location, goals, time, and duration.
- **Follow the agenda during the meeting.**

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TEAM MEETING

[Date]

[Time]

[Location]

Meeting called by:

Type of meeting:

Facilitator:

Note taker:

Timekeeper:

Attendees:

Please read:

Please bring:

AGENDA ITEMS

| Topic | Presenter | Time allotted |
|-------|-----------|---------------|
| ✓ | | |
| ✓ | | |
| ✓ | | |
| ✓ | | |
| ✓ | | |
| ✓ | | |
| ✓ | | |
| ✓ | | |
| ✓ | | |
| ✓ | | |

OTHER INFORMATION

Observers:

Resources:

Special notes:

[COMPANY/DEPARTMENT NAME]

MEETING MINUTES

[Date]

I. Call to order

[Name of Meeting Facilitator] called to order the regular meeting of the [Organization/Committee Name] at [time of meeting] on [date of meeting] in [Location of Meeting].

II. Roll call

[Name of Organization Secretary] conducted a roll call. The following persons were present: [List of Attendees]

III. Approval of minutes from last meeting

[Name of Organization Secretary] read the minutes from the last meeting. The minutes were approved as read.

IV. Open issues

- a) [Open issue/summary of discussion]
- b) [Open issue/summary of discussion]
- c) [Open issue/summary of discussion]

V. New business

- a) [New business/summary of discussion]
- b) [New business/summary of discussion]
- c) [New business/summary of discussion]

VI. Adjournment

[Name of Meeting Facilitator] adjourned the meeting at [time meeting ended].

Minutes submitted by: [Name]

Minutes approved by: [Name]

TEAM MEETING

[Date]

[Time]

[Location]

Meeting called by:

Type of meeting:

Facilitator:

Note taker:

Timekeeper:

Attendees:

Please read:

Please bring:

Agenda item:

Presenter:

Discussion:

Conclusions:

Action items

Person responsible

Deadline

✓

✓

✓

✓

Agenda item:

Presenter:

Discussion:

Conclusions:

Action items

Person responsible

Deadline

✓

✓

✓

✓

Agenda item:

Presenter:

Discussion:

Conclusions:

Action items

Person responsible

Deadline

- ✓
- ✓
- ✓
- ✓

Agenda item:

Presenter:

Discussion:

Conclusions:

Action items

Person responsible

Deadline

- ✓
- ✓
- ✓
- ✓

Observers:

Resources:

Special notes:

[NAME OF ORGANIZATION/COMMITTEE]

MEETING MINUTES

SEPTEMBER 11, 2007

Opening:

The regular meeting of the [Name of Organization/Committee] was called to order at [time] on [date] in [location] by [Meeting Chair].

Present:

[List of Attendees]

A. APPROVAL OF AGENDA

The agenda was unanimously approved as distributed.

B. APPROVAL OF MINUTES

The minutes of the previous meeting were unanimously approved as distributed.

C. OPEN ISSUES

Summarize the discussion for each existing issue, state the outcome, and assign any action item.

D. NEW BUSINESS

Summarize the discussion for new issues, state the next steps, and assign any action item.

E. AGENDA FOR NEXT MEETING

List the items to be discussed at the next meeting.

Adjournment:

Meeting was adjourned at [time] by [Person]. The next general meeting will be at [time] on [date] in [location].

Minutes submitted by: [Type name here]

Approved by: [Type name here]