

Sample Meeting Agenda Information

A tool for Leading Well – Bishop House Consulting, Inc.

Key items to include on an Agenda:

1. Topics
2. Topic Outcomes (*Sets expectations and guides discussion. Ex. List decisions to be made versus a topic for FYI.*)
3. Who is leading the topic
4. Amount of time dedicated to each topic

Sample Agenda Format

Topic	Outcomes	Person Leading	Time

Examples:

Topic	Outcomes	Person Leading	Time
1. New time keeping process	FYI – Sharing new process	John	20 minutes
2. Leadership Training	Discussion – Decide topics for training	Sharon	30 minutes

Sample Meeting Agenda Information

A tool for Leading Well – Bishop House Consulting, Inc.

Key items to include in Meeting Notes:

1. List the topic
2. Summarize the outcome of the discussion, include any pertinent details, not a full documentation of the conversation
3. Identify the people responsible for any follow up
4. Identify the due date for any action items

Extra tips:

- *Use these meeting notes as the foundation for the next meeting's agenda, making sure to follow up on any outstanding items.*
- *This format works well for 1-1 meetings also.*

Topic	Outcomes	Person(s) Responsible	Due Date