

Meetings

Using agendas

Agendas are easy to create and can provide lots of advantages:

- **Publicity-** Agendas can act as publicity for your group. Students who are not yet involved might be interested in what you're doing and decide to join you.
- **Attendance-** Existing group members will see that you have important topics and will come prepared to participate.
- **Quicker Meetings-** An agenda can help you stay on track.
- **Evaluation-** At the end of the meeting you can evaluate it's relative success and plan follow-up meetings.

Successful agenda making

- Effective agendas contain as few topics as possible so that each can be addressed in the necessary depth.
- Purpose – Think ahead of time about why you are calling this meeting (e.g., sharing information, solving problems, resolving differences).
- Desired outcome - Think about what you hope to have accomplished by the end of the meeting.
- Think about what process you want to use for this item. Consider some of these categories (review, clarify, agree on problem, agree on solution, etc.) and strategies (list, categorize, build up list and eliminate, vote, consensus, etc.)
- Assigning agenda items to various members to facilitate can take some pressure off you as signator and will get everyone involved in the meetings.
- It may be helpful to assign a time limit to each item so that you can get to every topic. This can also prevent unnecessary repetition during the discussion.

Agenda use

- Ask your group for agenda items they would like to see on the agenda.
- Send out your agenda ahead of time via email lists, the Quest, or flyers.
- An agenda that a group doesn't understand is not useful. Review and clarify the agenda before diving into the meeting content.
- Once you have your agenda in place- Stick with it! Although it isn't written in stone, it should act as a guide for you.

Taking Minutes

Minutes can be an important part of your organization's history. They can help you see what you've been doing and help others not recreate the wheel in the future. Minutes don't have to be a chore and don't have to be word for word. Try just recording the agenda item and the outcome.

Meeting Date:

Time:

Members Present:

Agenda Item:

Outcome:

Agenda Item:

Outcome:

Agenda Item:

Outcome:

Items for next meeting: