



ORGANIZATIONAL PERFORMANCE GROUP
SAMPLE MEETING AGENDA

(ORGANIZATION'S NAME)
(NAME OF GROUP MEETING)

DATE:

START TIME:

END TIME:

LOCATION:

ATTENDEES AND ROLES:

Laura Freebairn-Smith	Chairperson
Laura Freebairn-Smith	Facilitator
Robert Roche	Note taker
Maya Rose	Time keeper
Tammy Greenlee	Participant

DRAFT



ORGANIZATIONAL PERFORMANCE GROUP
SAMPLE MEETING AGENDA

AGENDA

Item	Time	Lead	Type of Discussion; Decision Needed?	Related to Which Strategy or Goal	Notes/Next Steps
Approval of Agenda: Agenda and Minutes February 20, 2015	4:00-4:05 (5 mins)		Approval		
(A)	4:05-4:15 (10 mins)				
(C)			Brainstorming		
(D)			Discussion of options		



**ORGANIZATIONAL PERFORMANCE GROUP
SAMPLE MEETING AGENDA**

Item	Time	Lead	Type of Discussion; Decision Needed?	Related to Which Strategy or Goal	Notes/Next Steps
<ul style="list-style-type: none"> (YOU CAN COLOR CODE AGENDA ITEMS BY WHO IS SPEAKING. IN THIS SAMPLE, THE DIRECTOR HAD MANY ITEMS SO ALL OF HER ITEMS ARE COLORED BLUE.) 			Vote needed		
			FYI		
Adjournment					

Items from Last Meeting

(List)

Next Meetings

(Dates)

Items for Next Meeting

(List)

Norms

(List)



Additional types of discussion to consider:

- *Deciding/choosing*
- *Brainstorming/generating ideas*
- *Teaching*
- *Informing*
- *Categorizing ideas*
- *Narrowing options*
- *Analyzing options*
- *Celebrating*
- *Networking*
- *Planning*
- *Promoting new services/products*

DRAFT

o:\workshops - public\managing teleconferences better\2019.01.mtb.sample meeting agenda.docx