



Meeting Agenda Planner

Meeting Planner Agenda, *(Copy and complete this form for every meeting.)*

(Indicate WHO will introduce each part of the meeting, WHAT is to be done, and HOW LONG that part will take.)

***Keep in mind the goal of the meeting and what you want to be the outcome of the meeting.**

• Meeting Date: _____

• Meeting Time: _____

• Welcome: Nametags, candy, sign in sheet, etc.

• Call to order: _____
Name

• Energizer: _____
Title of Energizer Name of who is going to facilitate

_____ Directions

• Business – reports of Secretary, Treasurer, Co-Advisors, Committees (brief, and only if needed)

Secretary:

Treasurer:

Advisor:

Co-Advisor:

Committees:

• Committees meet to work on coming project(s): _____
Committees

_____ Projects

• Social time – Snack, Game _____



- Clean up: _____
Name(s)
- Co-Advisor comments: _____

- Reminder of next meeting or project's date and time:

- Adjourn with traditions, recognition or awards:

- Closing: _____