



Group Meeting Template Agenda

- Write agenda on a flip chart or dry erase board to have visible at the group meeting
- Organizer should bring name tags, a sign in sheet, flip chart, easel, paper & pens or markers to every meeting.

****** No matter what, make sure to include all pieces of the following agenda in *every* meeting – you'll quickly regret it if you don't. ******

1) Intros: make sure new people are introduced and welcomed into group. Ideally nametags are available at each meeting to help facilitate member familiarity.

2) Reflection: any passage, quote, or writing sample that helps group keep in touch with their own self interest and close to the vision of the campaign. This is chosen by the planning team.

3) Purpose of meeting: review & explain the agenda

4) Reports: report back to the group on the work that has been done outside of meetings. At every group meeting, this includes each group member reporting on how many one-to-one meetings they did and how they went (successful strategies, challenges, what to avoid, etc.). After the group breaks into committees to work on projects, this is also the time to report on what has been done by each committee.

5) Training (led by the organizer): training on areas where needed; generally based on concerns or issues that came out of reports or as a transition to the next steps.

6) Next Steps / Commitment(s): write down on flip chart who is responsible for which tasks.

7) Next Meeting/Next Planning Team: set the next meeting time and place according to consensus. Ask for volunteers to be on the next planning team.

8) Evaluation: feedback is important as it helps everyone get better at what they're doing. Create 2 columns: +/Δ. In the + column: list out what people liked about the meeting. Write what they'd like to change for the next meeting in the Δ column.

9) Parking Lot topics: a useful tool to use when topics or questions not relevant to the agenda are brought up. Write these questions or topics on a separate flip chart page so they are not forgotten and discuss them after the meeting is finished or make them agenda topics for the next group meeting.