



SESSION 4

General Characteristics of Well-Planned and Productive Meeting Agendas

1. A detailed agenda clearly describing the topics to be covered is prepared for each meeting
2. The focus of the agenda is solely on topics that are most relevant at the point in a strategic planning process at which the meeting occurs
3. Major agenda items are augmented by supplemental information pertinent to the agenda item
4. Time at the beginning of the agenda is provided for planning team or committee to reconnect, especially if it has been an extended time since the group has been together
5. Embedding important questions for selected agenda items for planning team or committee members to think about in advance can improve meeting productivity
6. Doing the same for major decisions a planning team or committee will be asked to make at a meeting also improves productivity
7. Preparing drafts of working documents relevant to agenda items decreases the time an agenda item may require by providing a starting point for discussion
8. Getting a meeting agenda to planning team or committee members a week to ten days in advance allows time for advance thought and preparation
9. Including an open-ended agenda item near the end of the meeting provides an explicit invitation to any planning team member to raise a topic for discussion
10. An informal evaluation of each meeting at the end can test for the health of the working group and identify any emerging concerns or issues

