

## 4.2: Create a meeting agenda

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As an instructor, I provide:

- Meeting agenda template; for example, one of these <https://templates.office.com/en-us/minutes>
  - List of requirements
    - Meeting length: 15 min
    - Roles that need to be assigned and noted on the agenda:
      - Facilitator: lead the meeting
      - Timekeeper: keeps the meeting on track to achieve the purpose within the set time
      - Recorder: takes meeting notes
      - Includer: encourages all team members to participate equally
    - Purpose statement: decide on the company's name and logo
    - First agenda item: review agenda
    - Allocate duration/time for each agenda item
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Resource: What's on the Agenda? <https://blog.asana.com/2017/12/run-effective-meetings-agenda-tips/#close>

Resource: How to Design an Effective Agenda <https://hbr.org/2015/03/how-to-design-an-agenda-for-an-effective-meeting>

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