

Meeting Agenda Worksheet

A fixed meeting agenda will allow you to rapidly achieving your plan goals. Your meetings will be focused and productive, and staff will want to participate because they now see value in working on the various projects, and sharing ideas to make decisions. Agenda items need only change every 3-4 months.

To create your Agendas, list projects/topics from your plan. Sort these Items by Meeting Type & Create Each Required Meeting Agenda. See columns below. Cut & paste into your agendas.

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