

# APPENDIX IV-A

## Developing a Meeting Agenda

### Develop a Meeting Agenda

- Have individuals sign an attendance sheet.
- Introductions- Attendees may introduce who they are and talk about their business.
- Discuss general matters related to the network.
- Main Presentation- Present on the main topic of meeting. Main topics should concern specific interests of the network and its members.
- General discussion/questions
- Set agenda for next meeting

All meetings must have an agenda which includes:

- topics for discussion
- time allotment for each topic
- presenter for each topic

Circulate agenda and meeting information including:

- meeting objectives
- meeting agenda
- location/date/time
- background information
- assigned items for preparation

**Online resources for developing a meeting agenda:**

<http://www.effectivemeetings.com>

