

Meeting Agenda Sheet

Circulate an agenda that keeps a meeting to time, by putting a named lead and a number of minutes against every item before anyone sits down.

An agenda circulated before the meeting, with a time against each item and space for people to prepare.

TIMES AND LEADS

An item with a time against it and a named lead runs shorter than one without. That is most of what an agenda is for.

Group or committee

Meeting

Date

Start

Finish

Place or link

Chair

Papers circulated

AGENDA

No.	Item	Lead	Purpose	Paper	Time
			decide, discuss, note		mins

Any other business notified in advance