

# MEETING AGENDA & NOTES

## PURPOSES & BENEFITS

Specific roles and commitments of group members are often unclear or undefined and contribute to group chaos. Using this tool helps the collaborative group to:

- Keep the group's vision and mission statements top of mind during all meeting discussions and decisions in order to keep the group's collective focus on the end goals.
- Identify agenda items in order to keep the group's meeting on track and on focus.
- Define group members' various roles and commitments by framing agreements that spell out who and who else will do what by when, thus creating a shared understanding and expectation among the group as a whole and helping to minimizing chaos.

## HOW TO USE THIS TOOL

This tool can be used for any collaborative group meeting to identify agenda items and track the related discussion with notes, keep the vision and mission statements in mind during meeting discussions and decisions, as well as track roles and commitments of group members in the form of meeting agreements.

Additional ways to maximize this tool are to:

- Send it out in advance of group meetings so that group members come into the meeting knowing the purposes of the meeting, as outlined in the agenda items.
- Use the area at the bottom of the tool where next meeting logistics and agenda items are located will help group members schedule their calendars in advance and know the agenda items for the next meeting well in advance.
- When using this tool, make intentional connections back to the group discussions during Step 1A – Setting Your Collaborative Group Up for Success: Coming Together of:
  - Members' contributions and benefits identified in "What I Have to Contribute to & How I Benefit from This Collaborative."
  - The needs of the collaborative identified in "What I Have to Contribute to & How I Benefit from This Collaborative" and "What Does It Mean for Us to Collaborate."

This is an easy tool to fill out during the meeting, even on a laptop computer, then the agenda notes and next meetings information can be sent out to group members soon after the meeting is over.



**MEETING AGENDA AND NOTES**  
**Collaborative group's vision and mission statements here**

Date, time, location:

Invitees:

Attendees:

Materials:

**Today's Agenda**

1. Agenda item 1
2. Agenda item 2
3. Agenda item 3
4. Agenda item 4

<b>Past Meeting Agreements</b>			
Who	Who Else	What	By When
<b>Current Meeting Agreements</b>			
Who	Who Else	What	By When

**Next Meeting**

Date, time, location:

**Next Meeting Agenda**

1. Agenda item 1
2. Agenda item 2
3. Agenda item 3

