



SAMPLE AGENDA 2

A meeting agenda should:

- ✓ ensure all participants are adequately prepared for the meeting
- ✓ ensure each agenda item achieves the desired outcome
- ✓ save time during the meeting

Given these goals, consider the following agenda:

Meeting purpose:

Agenda item:	
Lead	
Supporting information	
Preparation	
Desired outcome	
Time allocated	
Follow-up tasks	

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