

The Meeting Agenda

A written agenda delineates discussion topics, presenters, time allotments, purpose, objectives, related information, and processes for decision-making. Agendas also help note-takers record accurate meeting minutes. Distribute agendas in advance of meetings so that attendees can come prepared. Stay focused.

The sample agenda below can be used to document quick, routine collaborative meetings between principals and after-school program directors focused on interventions that align the learning day for students in after-school programs.

The Twenty Minute Meeting

Main Street Elementary School
Main Street Community Learning Center
Any Town, USA

A G E N D A

Weekly Collaborative Planning Meeting

Tuesday, 10:00 a. m.

Day, Month, Year

Time	Topic	Person who will initiate topic discussion	Person who will prepare and lead discussion	Discuss/Decide/Delegate	Desired Outcomes	Notes (complete after meeting)
10:00	Johnny Jones, Gr. 2; Reading challenges	After School Program Director	After School Program Director	Discuss; Determine interventions for after school program	Reading performance on grade level	
10:08	Susie Martinez Homework difficulties	After School Program Director	After School Program Director	Principal requested to get information from teacher	Less stress; higher percentage of completion; more appropriate assignments	
10:15	What works	Principal/ After School Program Director	Principal	Discuss program vision	Clarity of direction	
10:17	Areas for improvement	Principal/ After School Program Director	After School Program Director	Turf issues with community sports groups	Shared space, resources	
10:19	Next meeting	Principal/ After School Program Director	Principal/ After School Program Director	plan	List agenda/topic ideas	
10:20	End	Principal/ After School Program Director	After School Program Director	summarize	summarize	Who? How are notes shared and maintained?