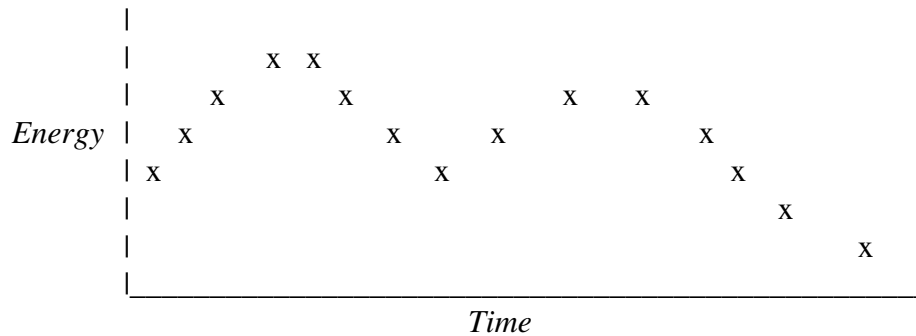


# AGENDA PLANNING



- Use meeting time efficiently by being in sync with natural urges and by planning well
- Keep an ongoing agenda collection list
- Rotate the agenda planner roles
- Assist new members in learning how to use the system
- Screen items to determine which things should be on for a particular meeting and in what order
- Consult with the people involved in each item to ensure seasoning and preparedness
- Turn in items by 1/4 ahead (e.g. one week ahead for a monthly mtg.), and post agenda ahead
- Approve at start of meeting
- When an item comes up in meeting that isn't on the agenda, put it onto the ongoing agenda list unless the group agrees to change topics
- Don't go more than 90 minutes without a break

## *Screening Factors*

- WHO WILL BE PRESENT
- To sponsor or present an item?
  - To hear information or participate in making a decision?
  - To facilitate the meeting?
- TIMING
- How long has an item been waiting?
  - Are there deadlines for action?
  - Where are people at with this issue, are they ready for it?
  - What else is going on for individuals and the group?
  - Find a balanced mixture of "light" and "heavy" items.
  - Consider the length of meeting.
- WHOLE GROUP
- What are the priority issues for the group right now?
  - Does this really need everyone's time?
  - Should it be handled by a smaller group or a manager either before or instead of going to meeting?
  - Would it be addressed better by posting something in writing?
- PREPARATION
- Is there research that needs to be done ahead of time?
  - Is there documentation that needs to be posted or distributed ahead of time?
  - Is the sponsor ready to present the item?