

Teaching Notes: Agenda Writing

Materials Needed:

- *chart paper (1 piece per small group)*
- *markers (1 dark color per group)*
- *masking tape – one roll to post group charts*
- *sets of agenda parts*

As the delegates in your group gather, divide them into 5 groups (different color index cards, numbers 1-5, etc.). Have them sit with their group, but face the presenters.

Our workshop objectives are to:

- ✓ review the essential parts of a meeting agenda
- ✓ look at different arrangement of agenda parts

Leading questions

- What kind of meetings have you attended?
- How were those meetings run?
- What is done to make meetings organized?
- What would help to make meetings run more smoothly?

A. Define Agenda

1. Agenda = the written order of events for a meeting
2. Put up the visual that contains the definition

B. Question – “Why is it beneficial to have an agenda?”

C. Explain the “scramble boards”

1. 8 parts of a typical agenda are written on cards (layman’s terms)
2. Each group will put them in order for a hypothetical meeting of a school SGA meeting
3. When the group has agreed upon the order, write it on the chart paper

D. Have each group post their chart paper

1. Look at two different examples and point out different aspects of each
2. Ask delegates if they know the real names of the parts of the agenda – place the agenda parts written on cards (real terms) next to the parts that they represent
3. Stress how there is no “right” agenda because they can change according to the needs of the organization, but make sure they know several obvious points (example – no Adjournment before the Call to Order)
4. Red flag any major errors

Practice the presentation so you know how much time to allow the groups to work on their agenda order....

KCrawford

<i>Layman’s Terms</i>	<i>Real Terms</i>
<i>Start the meeting</i>	<i>Call to Order</i>
<i>What will we discuss at this meeting</i>	<i>Agenda</i>
<i>What happened at the last meeting</i>	<i>Minutes</i>
<i>What have the officers/staff been doing</i>	<i>Officer/Staff Reports</i>
<i>What stuff didn’t we finish at the last meeting</i>	<i>Unfinished Business</i>
<i>What new stuff do we want to discuss</i>	<i>New Business</i>
<i>Some items of interest and reminders</i>	<i>Announcements</i>
<i>End the meeting</i>	<i>Adjournment</i>