Agenda Planning Worksheet

A well-developed, collaborative agenda makes the most of a group's time together. Use this worksheet to create an agenda for your next meeting.

When drafting your agenda, consider:

- □ the **purpose** of the meeting
- □ the desired **outcome(s)** of the meeting
- □ **who** you require additional input from before completing the agenda

The purpose of the meeting is to...

What is the topic?	How much time is needed?	What information is needed?	Who is responsible for this topic?	What needs to be done? (decision, update, discussion, etc.)

From the Conflict Resolution Program at the Institute for Public Administration

As this information becomes available, list the persor	on resuc	22001121016	i ioi tiie	TOHOWINE.
--	----------	-------------	------------	-----------

_	N 4 3	·			1	
•	IVII	ını	ıte-	ıa	кe	r:

•	R	e	^	\cap	r	h	ρ	r	٠

- Timekeeper:
- Facilitator:

About the Conflict Resolution Program

The Conflict Resolution Program (CRP), part of the University of Delaware's Institute for Public Administration (IPA) is a resource dedicated to supporting transformational and organizational change in nonprofit, public, government, and educational settings. This is done primarily through teaching and promoting effective communication, collaborative problem-solving, and conflict resolution.



To learn more about our work, visit https://www.bidenschool.udel.edu/ipa/serving-delaware/crp