Cooperative Meeting Agenda Template

Created by

Using this Template:

This template is designed to support effective facilitation of your meetings. Please feel free to make any modifications to it that allow you to better meet that goal.

As you modify the document, please note the items which your agenda should always include:

* The name of the meeting
* The date, time, and location for the meeting
* Names of facilitators, notetakers, timekeepers and any other active roles in the meeting
* The goals of the meeting, including identified issues and the reason for including those issues in the meeting (i.e., information sharing, discussion, decision)
* The time allotted for each identified issue
* Any tasks participants need to do in order to be properly prepared for the meeting

## Meeting Roles:

Lead Facilitator: Name

Notetaker: Name

Time Keeper: Name

## Documents for Review:

1. Previous Meeting Minutes

Agenda:

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| --- |
| **Standing Items Purpose Facilitator Time****Approval of / Additions to Agenda Decision Meeting Chair 5 minutes****Approval of Minutes Decision** **Member Comments / Open Forum Discussion** **Clarification of Reports/Updates** **President’s Report Information** **Treasurer’s Report Information** **GM’s Report Information**  |
| ***Old Business*** ***Question or topic tabled at a previous meeting***  |
| ***New Business*** ***Question or topic that has come up since previous meeting***  |
| ***Additions to the Agenda*** ***Question or topic added at beginning of the current meeting***  |