Module 7.2 Agendas

The Project Leader prepares Agendas for weekly faculty and team meetings.   Both the team and the faculty meetings are held **weekly** at different times. Your team will also have other meetings for collaborating on collaborative papers and analyzing data. High performance can only be accomplished through detailed planning and organization, effective communication, followed through by providing an atmosphere where fruitful dialogue can be nurtured, where all ideas are valued. Time to plan and organize tasks is a paramount objective of the team. Agendas are used to promote team creativity and self-management in action planning, decision-making, problem solving, work process improvement, goal setting, and mission development. Agendas help the team focus on relevant material to discuss, creating efficient discussions, and effective meetings. Some teams make the error during Rotation 1 using a less structured agenda but find by Rotation 2 a more structured agenda increases efficiency. Many teams find stating key objectives for meetings on the agenda foster a more efficient meeting. Agendas are a guide for the discussion, good for listing questions for faculty, and enhance critical thinking helping team members organize their thoughts before the meeting. Agendas are used to streamline the meeting process and to discourage unnecessary tangents, and help the team to refocus. During a meeting you can decide to add agenda items and time if needed. It is also important that agendas follow the items reported in the Weekly Progress Report. Creating stronger more focused agendas and sticking to them helps streamline meetings.

Set a realistic agenda to provide the structure and format. Use the templates provided in Module 7.2.a. Consider the agenda the action plan for the meeting**.** The first step to accomplishing effective time management and organization is to create dynamic agendas for your team. Steps to follow:

1. Preparation - what needs to happen before the meeting?
2. Establish the key topics for the meeting
    a. State any problems from last meeting to discuss and articulated in the Weekly Progress Report.
    b. Prioritize
3. Time Management
    a. Identify a time frame for the different items on the agenda
    b. Identify time frame for the meeting.
    c. Always leave time for summarizing the meeting.
4. Specify decisions that need to be made.
5. Brainstorming activities (specify areas where ideas need to be generated)
    a.   Leave time to brainstorm solutions and time to prioritize and categorize the solutions.
    b. List any solutions you feel would be helpful

6. Leading the meeting - will someone other than the project leader lead because the other team member's expertise is essential to the discussion? It can be more effective to allow that team member to run the meeting once you have the agenda completed.
7. Data analysis to be reviewed should be sent as attachment if not up to date in Weekly Progress Report.
8. Leave ten minutes or more on the agenda to discuss team issues during the weekly team meetings.
1. During the team meetings review activity lists for the tasks inside and outside the laboratory you will perform during the next week.