Module 7.2.a Agenda Templates

Agenda Template #1:

This is an example of an Agenda that can be used as a template
1. Subject line of e-mail:
    E-MAIL SUBJECT LINE: Last Name of Project Leader -Team# - Agenda – Date

    a. If a download subject line of file: Last Name -Team# - Agenda – Date

2. Send to Team Members, TA, Faculty Advisor and Project Management

Coordinator

3. Sends out agendas 24 hours to allow time for comments on the topics included in the agenda before the meetings. Advance knowledge allows time for feedback from all the participants because comments and additions are always appreciated especially comments on any solutions to problems stated on agenda.

AGENDA for either Team or Faculty Meeting

Team #
 Last Name of Project Leader:
Time and Date of Meeting:
Place and length of the meeting:
Attendees:
Team Member #1   In Attendance:
Team Member #2   In Attendance:
Team Member #3   In Attendance:
Faculty Advisor: In Attendance:
Teaching Assistant: In Attendance:
State Key Topic of Meeting.
State Importance and deadline for key topic.
1. Socializing for 5 minutes is helpful and should be listed as an agenda item.
2. List and estimate time for each agenda item.
        a. Assign Team priorities for these items with time to address
        b. Time Management issues are listed as an agenda item for every team meeting
        b. Time for feedback from team and/or faculty advisor on issues discussed at the meeting
3. Ten minutes at end of a team meeting to discuss team issues

Agenda Template #2

This is an example of an Agenda that can be used as a template
1. Subject line of e-mail:
   E-MAIL SUBJECT LINE: Last Name of Project Leader -Team# - Agenda – Date

   a. If a download subject line of file: Last Name -Team# - Agenda – Date

2. Send to Team Members, TA, Faculty Advisor and Project Management

Coordinator

3. Sends out agendas 24 hours to allow time for comments on the topics included in the agenda before the meetings. Advance knowledge allows time for feedback from all the participants because comments and additions are always appreciated especially comments on any solutions to problems stated on agenda.

Agenda for either Team or Faculty Meeting

Team#
Agenda Project Leader:
Date and Time:
Place: Room
Attendees: Team Members In Attendance:
Faculty Advisor:
Teaching Assistant:
Length of Meeting:
Key Topic:
Priority Due Date:

1.	Socialize	Time to Accomplish
2.	Agenda Items	Time to Accomplish
3.	Discussion	Time to Accomplish
4.	Team Updates	Time to Accomplish
5.	Weekly Activity List	Time to Accomplish
6.	Goals for week	Time to Accomplish
7.	Discussion:	
	a. Tasks and time required for each	Time to Accomplish
8.	Feedback	Time to Accomplish
9.	Meeting Summary by Project Leader	Time to Accomplish