



## Effective Meetings Quick Reference: *Agenda Example*

### Meeting Goal/Objective:

*To decide on a theme for the annual charity auction.*

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### Attendees:

*Auction chairperson: Janet Harris*

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*Auction committee members: Susie Social, Anne Teak*

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### Arrangements:

*Date: Tuesday, October 20*

*Time: 9:00am*

*Expected Duration: 45 minutes*

*Location: Conference Room B*

### Preparation:

*Bring any ideas you might have, as well as examples of themes from previous years.*

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<b>Agenda item:</b>	<b>Time estimate:</b>	<b>Responsible party:</b>
1) Introduction	5 minutes	Janet
2) Past years' themes	10 minutes	Suzie
3) Brainstorm	20 minutes	All
4) Vote	5 minutes	All
5) Summarize and Adjourn	5 minutes	Janet