

# Agenda and strategies for meetings

## Items to cover in the first meeting

Print this guide and the blank agenda for your first group meeting.

The agenda for the first meeting			
	Item	Responsibility (person to take responsibility for action arising from agenda item)	Action (arising from discussion of agenda item)
1	Introductions and icebreakers	Each member	Member introduces themselves, the strengths they bring to the group, etc.
2	Attendance, absences, apologies	Each member	Provide information to group Nominate person to check on absentees
3	Group charter (discuss)	All members	Print out sample charter to discuss Nominate person to write up group charter Distribute group charter to all group members for signature
4	Group Leader (discussion of role)	All members Group leader	Nominate a person to lead—for duration of group or temporary period Facilitates group meetings and takes responsibility for distributing the agendas for meetings
5	Note-taker (critical role)	All members Note-taker	Nominate for duration of group, or for specific period (e.g. next 3 weeks) Distribute notes and completed agenda to all group members Contact absentees with necessary information e.g. times of future meetings, contact info and notes from meeting
6	The task	All members Note-taker	Brainstorm the task: each member articulates their understanding of the task Summarise group understanding of the task Distribute summary with other notes from meeting

The agenda for the first meeting			
	Item	Responsibility (person to take responsibility for action arising from agenda item)	Action (arising from discussion of agenda item)
7	Reflector	All members	Nominate person to have responsibility for speaking up about problems emerging in the group Decide on whole group approach
8	Issues	All group members	Speak up regarding problems arising in the group Determine ways disagreement will be resolved
		Reflector	Identify and raise issues
		Group leader	Facilitate group discussion Draw discussion to a conclusion Make the final decision when agreement cannot be reached through discussion Monitor progress so work can be submitted on time
9	Allocation of tasks	All members Note-taker	Note people responsible for specific tasks Distribute list of tasks allocated (add to above list: task, person, date)
10	Timeline	All members	Identify separate tasks in the process, dates for completion
		Note-taker	Make list of separate tasks and dates to be completed
11	Means of communication	All members	Provide names and contact details (Phone, email, Google docs, text messages etc.)
		Note-taker	Distribute minutes of meeting via agreed communication mode
12	Agenda for next meeting	All members	Send items to note-taker
	Details of next meeting	Note-taker	Collate items, confirm time of next meeting; Distribute notes and agenda before next meeting

