

Name: _____

Agenda Template Worksheet

Task: Using the campaign workshops from earlier, create an agenda for your chapter that focuses on making progress towards the goals you identified in those sessions.

Things to think about before drafting:

- What needs to happen to get us closer to our goals?
- Are there clear steps we need members of our group to take?
- What conversations need to take place for our group to feel ownership of this process?

The outline below is a suggestion for formatting your meeting - you can adjust it as needed but make sure to frame it around coordinating action steps that move you towards your goals.

Main goal of meeting:

Length of meeting:

- I. Intros (what will you ask people to share, how long is this section/how long does each person have / suggestions: name, pronouns, location, ice breaker; making sure to introduce each person esp if new people are in the meeting to make them feel welcomed)
- II. Topic A (is there new information people need to know/be updated on, are there conversations/questions, how long will you dedicate)
- III. Topic B
- IV. Action Steps (make sure to break down tasks into manageable sizes, ensure each task gets assigned, leave ample time for this section!)
- V. Closing/Summary (summarize out loud everyone's assignments, good opportunity to get feedback from the group on how the meeting could be improved in the future)