

ACTION PLANNING

Agendas for Action Planning Team Meetings

The following are sample agendas for co-leads to use or modify for their team meetings. As you review it, please note that it is based on a formula for 4 meetings to accomplish the task; any particular action planning team (APT) may require more or less meetings depending on:

- The complexity of their task
- The pace with which the group works
- The length of the meetings

Based on experience, the meetings will go well if:

- The members are all well informed about the meetings and are equipped with relevant information which can be used for completing the agenda of the meeting
- There is a clear and productive agenda for each meeting that is distributed in advance of each meeting
- The facilitation enables all to participate in a balanced fashion
- The facilitator makes good use of visual aids during the discussions so all can see the ideas as they are being formulated
- There is adequate documentation of the meetings that is distributed to all members (as well as posted on the shared drive)
- There is effective coordination with other committees that are focused on the same/similar tasks or where there is significant impact that the work of the committees will have upon one another

This therefore is a generic template for planning the committee meetings:

Prior to First Meeting:

- Get input from members as to their availability for meetings and set a suitable date
- Arrange for suitable meeting space
- Set the agenda for the meeting
- Communicate to committee members the date/time/location/ agenda of the first meeting
- Arrange for necessary audio-visual equipment (flipcharts, LCD projector and computer, etc.)

- Identify any helpful information for the committee and distribute in advance of the meeting

Meeting #1 Agenda:

- Welcome/introductions
- Review the overall purpose of the strategic plan and address any questions/concerns
- Review the specific area of focus that our APT will have
- Review who is part of our APT and determine whether there is anyone else we should include in the planning effort
- Agreement on how we are going to approach the task/schedule of meetings
- Agree on overall guidelines for how we are going to operate during meetings such as:
 - Be prepared for discussions/review background material and complete any tasks that have been agreed to
 - Attend all meetings as possible
 - Participate as fully as possible
 - Be candid/constructive
 - Maintain confidentiality/share only group opinions or conclusions
 - Stay focused during meetings
- Agree on tasks to be done and material to be reviewed prior to our next meeting
- Begin to create description of the issue

NOTE: meeting should be documented and notes distributed to members; template should be posted onto shared drive (if available)

Meeting #2 Agenda:

- Review agenda for meeting
- Review work from previous meeting and make any further modifications
- Continue work on description of the issue
- Begin to identify goal/metrics
- Identify any material to be reviewed prior to our next meeting

NOTE: meeting should be documented and notes distributed to members; template should be posted onto shared drive.

Meeting #3 Agenda:

- Review agenda for meeting
- Review work from previous meeting and make any further modifications
- Complete goal/metrics
- Begin creating action plan
- Agree on material to be reviewed prior to our next meeting

***NOTE: meeting should be documented and notes distributed to members;
template should be posted onto shared drive***

Meeting #4 Agenda:

- Review agenda for meeting
- Review work from previous meeting and make any further modifications
- Complete action plan

***NOTE: meeting should be documented and notes distributed to members;
template should be posted onto shared drive***