

Format of Meeting Agenda

The meeting agenda is a roadmap for the meeting. It lets participants know where they're headed so they don't get off track. Most importantly, the meeting agenda gives a sense of purpose and direction to the meeting.

All agendas should list the following:

- Meeting start time
- Meeting end time
- Meeting location
- Topic headings
- Include some topic detail for each heading
- Indicate the time each topic is expected to last
- Indicate which meeting participants are expected to be the main topic participants

Sample Agenda

Internet	Marketing	Association
Meeting Agenda		
Start at 10:00 a.m. in Board Room		
Item	Responsible	Time
Opening Remarks	President	5 min
VP Membership Report -intramural report -new member program intro	VPM	20 min
VP Financial Report -status of budget -housebill status	VPF	7 min
VP Rush Report -status of current efforts -status of next term plans	VPR	7 min
VP Internal	VPI	5 min
VP External	VPE	10 min
Guest Speaker	Community Relations	15 min
End at 11:10		