THE FIRST MINUTE

MEETING AGENDA TEMPLATE

Meeting agendas are regularly described as a useful tool to help people prepare for meetings at work. Unfortunately, typical agendas are just a list of topics and speakers. Knowing the name of a topic doesn't help anyone to prepare. To prepare for a discussion we need to know the purpose of each topic, the intended goal, and the expected outcome. A list of topic names doesn't provide this information.

Don't create unhelpful agendas. Create agendas that are informative and that really do enable people to prepare before a meeting.

Using framing, as described in the book "The First Minute", you can create informative agendas that help attendees prepare before a meeting. Not only will each topic be described in a way people can use to prepare, but the agenda also contains enough information that the meeting can be run by anyone who has a copy of the agenda.

The meeting agenda guide on the next page shows how to structure a meeting agenda using framing. The next page is an example meeting agenda. And the last page has a blank agenda template you can copy and use for your own meetings.

If your company requires you to use a pre-defined template, you can still use Framing. Simply add the context, intent and key message information in whatever template you need to use.

$$\boxed{\textbf{Framing}} = \boxed{\textbf{Context}} + \boxed{\textbf{Intent}} + \boxed{\textbf{Key Message}}$$

(Content taken from The First Minute: How to start conversations that get results)

MEETING AGENDA TEMPLATE – GUIDE

Meeting date:

Meeting time:

Meeting location:

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AGENDA TOPIC #1: State the goal/purpose of the topic

- **Context:** What is the topic?
- **Intent:** What is the purpose and intended outcome?
- **Key Message:** What is the headline for the discussion?

AGENDA TOPIC #2: State the goal/purpose of the topic

- **Context:** What is the topic?
- **Intent:** What is the purpose and intended outcome?
- **Key Message:** What is the headline for the discussion?

AGENDA TOPIC #3: State the goal/purpose of the topic

- **Context:** What is the topic?
- **Intent:** What is the purpose and intended outcome?
- **Key Message:** What is the headline for the discussion?

AGENDA TOPIC #4: State the goal/purpose of the topic

- **Context:** What is the topic?
- **Intent:** What is the purpose and intended outcome?
- **Key Message:** What is the headline for the discussion?

MEETING AGENDA EXAMPLE

Meeting date: 13th March 2020

Meeting time: 09:00 - 09:45am EST

Meeting location: Meeting room 6 & Zoom

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AGENDA TOPIC #1: Mandatory safety training next week - Emma

- **Context:** Annual safety training renewal
- **Intent:** Provide information about how to sign up
- **Key Message:** Sign up is online this year. Registration closes on Friday

AGENDA TOPIC #2: How to get sales numbers back on track this month – Nitin

- **Context:** Sales targets for March
- **Intent:** Define plan for meeting the monthly targets
- **Key Message:** We are behind on the monthly sales target and need to get back on track.

AGENDA TOPIC #3: Arranging Sajid's leaving party - Liam

- **Context:** Sajid's leaving party
- **Intent:** Find a volunteer to organize the party
- **Key Message:** Sajid's part is next month. We need to pick a place and someone to organize it.

MEETING AGENDA TEMPLATE

Meeting date:

Meeting time:

Meeting location:

_____

AGENDA TOPIC #1:

- **Context:**
- **Intent:**
- **Key Message:**

AGENDA TOPIC #2:

- **Context:**
- **Intent:**
- **Key Message:**

AGENDA TOPIC #3:

- **Context:**
- **Intent:**
- **Key Message:**

AGENDA TOPIC #4:

- **Context:**
- **Intent:**
- **Key Message:**