# Sample One-hour Meeting Agenda Template

Adapt these suggestions to fit your local group needs.

**Begin on time** Recommend that people arrive at the meeting or to join the conference call a few minutes early to ensure that the meeting can start on time.

**Open with the Serenity Prayer**

**Allow for Introductions** Invite everyone to introduce themselves do a roll call. Ask one member to act as secretary and take minutes.

**Ask for a volunteer** to monitor the time and remind the group when there are 10 minutes remaining before the meeting is due to end.

**Identify the meeting purpose**—for example, to pick one or two Public Outreach projects or to plan a year’s worth of activities.

**Brainstorm and identify project ideas** keeping the descriptions brief, so the secretary can make a list. Use the list of potential projects to get everyone started.

**Recap list of possibilities.** It can be useful to list these on a flipchart.

**Vote for a favorite project.** Each member can vote once. Or give members the same number of colored dots/stickers, and let them place their dots as votes. Note: they can put multiple dots on the same item(s).

**Identify the four projects** that have the most votes.

**Announce the two projects** with the most votes.

**Conclusion:** Record these two projects in the minutes.

**Set the Next Meeting**: Select a date for the next meeting. It is helpful to set the next meeting to occur within three/four weeks, in order to maintain momentum. Ask members to e-mail you with ways they can help with one of the projects, including if they are willing to act as chairperson of one of the project committees.

**Closing:**

Thank everyone for participating. Close the meeting on time, with the Serenity Prayer.