

Meeting Agenda Template

USE THIS TEMPLATE AS A GUIDE TO HELP KEEP YOUR MEETINGS ON TRACK

DATE: [MM/DD/YYYY]

Type of Meeting: [Leader/Member Meeting]

Meeting Facilitator: [Name of person running the meeting—usually the club president]

Number of Attendees: [Count of attendees]

Attendees: [List names of attendees—or record on your Member Action Tracking worksheet]

Prayer: [Estimated Time]

[See the CRS Chapter and Club Action Planning Tool for short prayers or use your own.]

Past Actions: [Estimated Time]

[Review actions that club members were meant to take between meetings. This could include learning about an issue, sharing with others, or taking a concrete action like writing a letter or article. This is the time to check in and make sure people are taking action.]

Agenda Items: [Estimated Time]

[List any new agenda items, who is presenting them, and how much time they must speak. This is the time to go over upcoming events, work on club actions, or brainstorm what the club will do next.]

Action Items: [Estimated Time]

[While you were going through your agenda items, there were probably things that came up that are necessary to get done. Make sure that you write down what those things are, who needs to do them, and when they are due.]

Nehs Meeting Sample Agendas

Ian Pickup



Nehs Meeting Sample Agendas:

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