



Sample Committee Meeting Agenda

1. Opening & Getting to Know Each Other/Connection

Introductions and icebreaker: Use the first 5-10 minutes to get to know each other and get connected.

2. Review the Problem Statement

This section can review the problem statement that the group is working on.

The purpose is to show them the basis for the meeting and keep them focused and committed to the work.

3. Review Expectations

Read through your expectations of each individual. Leave time for questions and upgrades.

4. Group Norms/Guidelines

- a) What would make you want to contribute to this group?
- b) What's missing?

5. The Work

This is the meat of the meeting where the group works together to produce an outcome. This should be centered on the problem/opportunity statement.

6. Taking Action/Assignments

- a) Who's responsible for what and when?

7. Adjournment

- a) Check-out
- b) Next meeting date
- c) Thank you