# **Meeting agenda**

A structured meeting agenda may be useful in prioritising key topics for discussion or problem solving. If your advisory board has a work plan then your agenda structure should reflect the work items on the work plan. Remember, often advisory board meetings are run as workshop-style sessions because of the need to maximise collective strategising and problem solving.

To maximise input from your advisory board members, keep the session focused and on track. If you don’t get through all of the items on your agenda organise with your advisory board chair to hold more frequent sessions to get through everything in the timeframe you need to get through it in. Shorter sessions are more effective than longer ones as each issue/item/problem can be given due consideration by the relevant advisory board members – they may not all need to be involved in every session.

**Example**

Modify this list of items to suit your advisory board’s work plan if it has one, or the priority topics or problems you wish them to work on. An effective chair will contribute to the development of your agenda (documented or not)

If your meeting or session will run for a couple of hours or more, build in a short break to allow your advisory board members to refresh.

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| Date  Shorter sessions are more effective in keeping people focused | DD.MM.YY |
| Time | 9.00-11.30am |
| Location | Meeting room 1 |
| **Attendees** | Bob, Keith, Suzanne, Raoul |
|  | **Agenda items** |
| 1 | * Welcome and introductions, agenda confirmation |
| 2 | * Problem 1 |
| *Morning tea* | |
| 3 | * Problem 2 |
| 4 | * Actions review and performance update |
| 5 | * Confirmation of next meeting |