Meeting Agenda

Mission

What progress will be made at this meeting:

Another way to think about this... what will you:

Discuss	Deliberate	Decide
Topic introduced for the first time, or re-introduced for future deliberation	Topic for which data or information has been provided with enough time to read and think about it	Topic ready for a decision or vote

Consent Agenda (topics for a singular vote)

Topic 1 _____ **Facilitator** _____

Topic 2 _____ **Facilitator** _____

Topic 3 _____ **Facilitator** _____

Closure (Review progress, assign tasks, celebrate achievements)

Meeting checklist:

- ❑ Social time for connection
- ❑ Food/drink for connection and sustenance
- ❑ Small group/pair conversation to engage more voices
- ❑ Balance fiduciary/ strategic/ generative
- ❑ Balance past/ present/ future

Rank this activity:
3= High brain power needed
2= Medium brain power
1= Little to no brain power

Make sure your "3" activities come first.

©2018 Washington Nonprofits. All rights reserved.