

AGENDA WRITING

An agenda, also called a **docket** or a **schedule**, is a list of activities in the order they are to be taken up, from the beginning till the adjournment. An agenda helps in preparing for a meeting by providing a list of items and a clear set of topics, objectives, and time frames that are needed to be discussed upon.

Format of an Agenda

An Agenda normally includes the following elements –

- **Meeting Agenda Title** – at the top; preferably center-aligned
- **Meeting Information** – Description of the purpose
- **Objective** – description of Agenda
- **Date** – for maintaining records of correspondence
- **Location** – the place of meeting
- **Time** – the actual time of commencement of the meeting
- **Meeting Type** – brainstorming or Discussion or Assessment
- **Time of Arrival** – time to begin the meeting
- **Time of Adjournment** – time the meeting ends
- **Attendees** – Number of people present, with their names
- **Preparation for Meeting** –
 - **Please Read** – instructions to be followed
 - **Please bring** – things supposed to be carried that day
 - **Action Items** –

Last Action

Responsible Authority

Due Date

New Action

Responsible Authority

Due Date

- **Other notes** – other instruction or information to be taken down.

Example - Agenda Writing



✉ contact@tutorialspoint.com
🌐 www.tutorialspoint.com

📍 Tutorialspoint (India) Pvt Ltd
388-A, Road No-22, Jubilee Hills
Hyderabad, AP - INDIA, 500033

Update after meeting with Hasta La Vista representatives

Meeting Information – Update after meeting representatives of Hasta La Vista.

Objective – for the purpose of interior decoration of our office premises.

Date- 23rd April, 2015

Location- Meeting Room-1

Time- 4:30 PM

Meeting Type- Discussion

Time of Arrival- 6:00 PM

Time of Adjournment- 8:30 PM

Attendees- Mohtahsim M., Kiran K. Panigrahi, Gopal K Verma, Manisha Shejwal

Preparation for Meeting:

Please Read - Hasta La Vista Company Brochure, Quotation Document

Please bring - Competitor Company's quotation, hourly rates analysis

Action Items:

Due Action:

Updates from Hasta la Vista Gopal K Verma 30th April, 2015

Find Hasta la Vista's competitor Manisha Shejwal 30th April, 2015

New Action:

Send email to their Head of Marketing Manisha Shejwal 5th May, 2015

Other notes - Products to purchase for the interior décor.