

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 the meeting..