

AGENDA AND MEETING NOTICE

TO: _____

FROM: _____

FOR: _____

TITLE: _____

Name of Meeting or Activity (**what**)

Purpose of Meeting (**why**)

Name of Organization or Sponsor (**who**)

Date and Time of Meeting (**when**)

Meeting Location (**where**)

Time	Topic (how)	Who	Remarks

AGENDA AND MEETING NOTICE

(EXAMPLE)

TO: Bill Smith

FROM: Joe Jones

FOR: Your invitation/your information/news media coverage

TITLE: County Extension Agent

Community Development Committee

Name of Meeting or Activity (**what**)

Plan CD programs and projects to improve the quality of life in Brazos County

Purpose of Meeting (**why**)

Brazos County Program Building Committee

Name of Organization or Sponsor (**who**)

January 5 from 7:00 p.m. to 8:00 p.m.

Date and Time of Meeting (**when**)

Meeting Room, County Extension Office, 107 South Regent Street, Bryan

Meeting Location (**where**)

Time	Topic (how)	Who	Remarks
7:00	Call meeting to order Introduction & comments	Chairman, Ray Brown	Start on time Purpose & procedure
7:05	Brief review of committee's responsibility & activities	Mary White	Committee reports
7:15	Update on CD programs (what's available) & available time	Joe Jones	Provide list of programs for information
7:25	Make decision on CD programs for the year (what is to be done)	R. Brown and Joe Jones	Use checklist to set priorities
7:45	Decide who will be responsible for completing plans for programs or activities	R. Brown	Use speakers, panels, group discussion, ques- tions & answers to build support for activity
8:00	Adjourn meeting for refreshments and fellowship	Dale Green	

✓ CHECK SHEET FOR MEETINGS

1. Has the purpose of the meeting been clearly stated?
2. Has a meeting agenda been prepared that will outline the purpose of the meeting?
3. Does the agenda include specific responsibility and assignments for reports, information, tasks, etc.?
4. Does the agenda include planning for followup?
5. Has the agenda and meeting notice been distributed to committee and all potential participants?
6. Have date, time and meeting facilities been scheduled and confirmed?
7. Is necessary equipment available, such as slide projector, extension cords, blackboard, chalk and other necessary items?
8. Have refreshments been provided for and arrangements made to serve them?
9. Have arrangements been made to open the meeting room, regulate temperature, arrange tables, chairs, etc.?
10. Have all materials essential for preparation been provided?

Prepared by: John H. Henry, Extension community development specialist, The Texas A&M University System.

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