

## **SPARKIN' ART**

### **Agenda Template**

An agenda helps to keep everyone on track. Meetings can sometimes lose focus unless a clear schedule is proposed. It is important that an agenda is given to meeting participants ahead of time so that everyone involved has an opportunity to contribute their talking points and curiosities.

For example, Sparkin' Art held weekly meetings. Each coordinator had an opportunity to speak about the aspects of the project they were working on, share recent successes, and request assistance or feedback on topics that needed teamwork.

It helps to have someone in charge moving the meeting along. Make sure that everyone is on schedule, feels heard, and has a chance to participate.

What does an agenda look like?

- **Who, What, When, Where:**
  - Meeting date and time.
  - Names of all who attended.
  - Location or meeting link
- **Goal/Plan:**
  - What do you hope to accomplish in this meeting?
- **Previous:**
  - Any notes from last week that should be kept in mind for this meeting?
- **Sharing:**
  - Every person has a chance to share with the group.
- **Notes:**
  - Make sure to take notes and save a copy of the agenda for future reference.

LOOK BELOW FOR AN EXAMPLE

Feb 22, 2021 - 12pm - 1pm

Agenda for Project Title: Winnie, Piglette, Owl, Rabbit

ONLINE LINK: [www.meetinglink.com](http://www.meetinglink.com)

**Plan:**

**Check in, debrief, forecasting, and troubleshoot as needed**

- **Check-ins.** Where are we at (current mood) and what made you smile yesterday?
- **From Last Week**
  - Make decisions for what we are going to do for our showcase/presentation/offering.
  - Tiger is hosting a parade in March and wants to know if we'd like to have a float.
- **Winnie -**
  - Update regarding sourcing honey.
  - Tut tut looks like rain.
- **Piglette -**
  - Balloons are a hit
  - Planning the open mic event
  - Promotion deadlines and schedule - instagram/fb/tiktok
    - Do we have a hashtag? (#100ACREWOODZ)
- **Owl -**
  - Still waiting for facilitator contracts...
  - Budget updates.
  - Invoice due dates.
- **Rabbit -**
  - Community input.
  - Gardening going well.
  - Need more volunteers to help rebuild Eeyore's house... again
    - Do we make this a committee?

**Notes:**

Owl will take minutes of the meeting and put them here.

- Notes notes notes notes notes