SAMPLE AGENDA FOR A GROUP PROJECT MEETING

AGENDA: GROUP MEETING #1		
What	**Who**	**How**
Self-introductions	All	Besides general info about yourself (name, where are you from, what do you do, etc), maybe include what excites you most about working in the group.
Share contact information	All	• What's the best way to contact you? • How late is too late to call? How early is too early?
Assign roles (who will watch the clock, who will take notes, who will summarize action steps, etc)	All	• Determined by group process • Factors to consider: volunteers, experience, expertise, desire to learn, access to technology (someone with a laptop might be a good note taker)
Set group expectations	All	• What is a reasonable length of time to meet? • How many meetings are needed to complete the project? • What are the group's strengths and weaknesses? • How will you give constructive feedback to each other? • How will you hold each other accountable?
Set Meetings	All	• Set dates, times, and locations for all the meetings needed from now until the end of the project.
Define outcomes of the project and clarify directions from instructor	All	• Have each member write down two or three main objectives of the project. • Compare ideas and come up with the group's objectives for the project.
Determine a plan for completing the project	All	• WRITE DOWN A TIMELINE!!! • What needs to be done in the group and what can be done outside of the group? • Are subgroups needed? • Is there a written component? How will that be tackled? Will the entire group sit down in a room and write together or will it be broken up into pieces to be written by individuals? Who will edit and format the final paper? • Is there a presentation at the end? What will that look like? Will technology be used?
Create a list of action steps for each member	All	• What needs to get done before the next meeting? • Who's going to do what?

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AGENDA: FUTURE GROUP MEETINGS		
What	**Who**	**How**
Assign/review roles (who will watch the clock, who will take notes, who will summarize action steps, etc)	All	• Determined by group process • Factors to consider: volunteers, experience, expertise, desire to learn, etc. • Access to technology (someone with a laptop might be a good note taker)
Review work done by individuals since last meeting	All	• Take time for each person to report back. • What roadblocks were encountered? • Did anyone stumble across something helpful to another group member?
Review project objectives and timeline	All	• Are you on track? • Do you need to make any adjustments to the timeline? • Is the work you're doing still addressing the project objectives?
Complete work	All	• This depends on what your project needs are. • Use your group time wisely. • This might be sorting out data, writing a group paper, brainstorming ideas, working on a presentation, drafting a class exercise, etc.
Create a list of action steps for each member	All	• What needs to get done before the next meeting? • Who's going to do what?
Confirm next meeting time/date	All	• Is everyone on the same page?
STEPS TO BE COMPLETED BY INDIVIDUALS AND/OR GROUP		
What	**Who**	**How**
Research		• Library research • Field research • Other:
Analyze findings		• Plan for gaps in research • Requests for assistance (from whom and what timeline)
Compile information		• From research, analysis, and course content.
Complete "product" (paper, presentation, project)		• Make sure to include a logical flow (**For a Paper**: opening, body, closing; **For a Presentation**: introduction, logical flow of information, questions posed to the group, strong conclusion, good visual aids; **For a Project**: clear definition, good explanations of product)
Document and create bibliography		
Test		• Do a final read-through of your paper, rehearse your presentation
Review and evaluate		• Product, process, and participation
Present final product		• Have confidence in what you've done!
Celebrate		

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