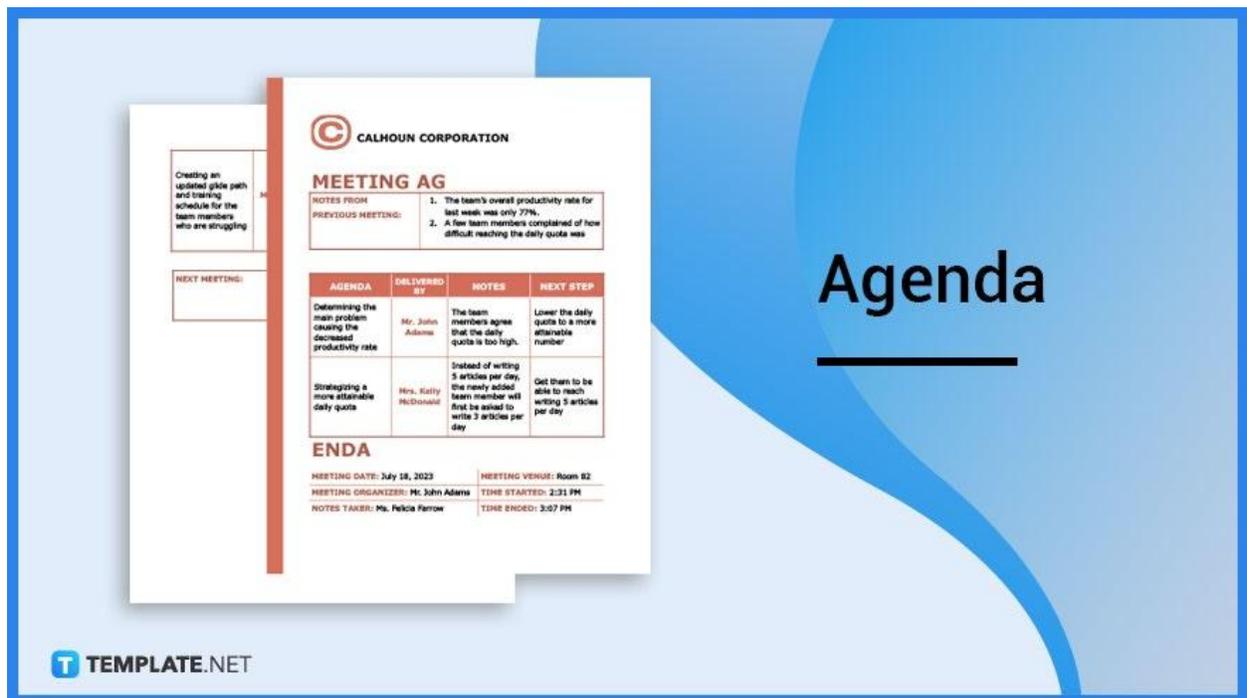


Agenda

An agenda can be considered the backbone of the things that one needs to be completed in a particular activity (such as a team meeting or a business trip). When this document is done effectively, this ensures that everything that needs to be done has been done and that nothing has been skipped.



Agenda Definition & Meaning

An agenda is defined as a list or an outline of things that are to be considered or accomplished in a particular activity or event such as a meeting.

Having an agenda prepared ensures that everyone involved is guided through the list of items that should be taken care of.

What Is an Agenda?

An agenda is a document that contains a list of activities in the order in which they are to be tackled, beginning with the call to order and ending with an adjournment. It can take on different forms depending on the purpose that an individual or a group needs. Making this

document should have a variety of options, as it can be a printable word document or an editable online template for download.

10 Types of Agenda

Business Agenda

A [business agenda](#) is a type of agenda that is used during a business meeting or presentation. Some scenarios that call for this document to be prepared include a sales team meeting, an important business presentation, a workshop, and so on. The structure of this document usually includes the meeting details, the agenda details, and the action plans for the particular meeting.



Meeting Details

Team Name:	Sales Team
Meeting Date:	May 20, 2022
Time:	11 AM - 2 PM
Venue:	Sales Team Meeting Hall
Attendees:	Traci Crawford, Calvin Baker, Ira Burnham, Ruth Hansen, and Jana Dresser
Absentees:	None
Minutes Taker:	Tony Hadley

Agenda Details

AGENDA
1. Assess the sales figures last quarter.
2. Discuss implementing new sales and marketing strategies.

Action Plan

ACTION	ASSIGNED TO
Continue monitoring the sales figures this quarter.	Traci Crawford
Work with the marketing team to coordinate on social media marketing strategies.	Jana Dresser

Event Agenda

Another type of agenda that exists is an [event agenda](#). This document can be helpful for organizers of a particular event such as a nonprofit workshop, a grand birthday celebration, and so on since it acts as a roadmap. This means that the organizer keeps track of all the activities while monitoring audience engagement and feedback.



Meeting Details

Team Name:	Marketing
Meeting Date:	June 23, 2023
Time:	11:00 AM - 12:00 PM
Venue:	Conference Room
Attendees:	Brenda Johns, Samuel Carter, Vinny Peters, and Jason May
Absent Members:	None
Minutes Taker:	Jason May

Agenda Details

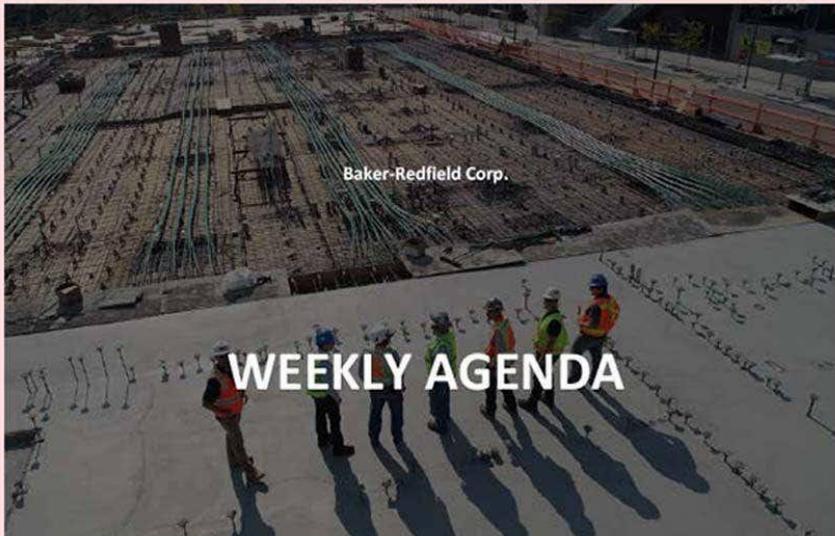
AGENDA
Check on the progress of the event preparation.

Action Plan

ACTION	ASSIGNED TO
Contact the venue manager and confirm the budget details.	Brenda Johns

Weekly Agenda

A [weekly agenda](#) is a helpful document for office workers or organizational staff since it can help them gloss over the activities that need to be accomplished within the week. In other words, this document also acts as a weekly schedule, calendar, or planner (which can be a personal book or notebook) that keeps track of one's activities for the week. Having a weekly agenda is advantageous since it helps someone work according to the planned working schedule.

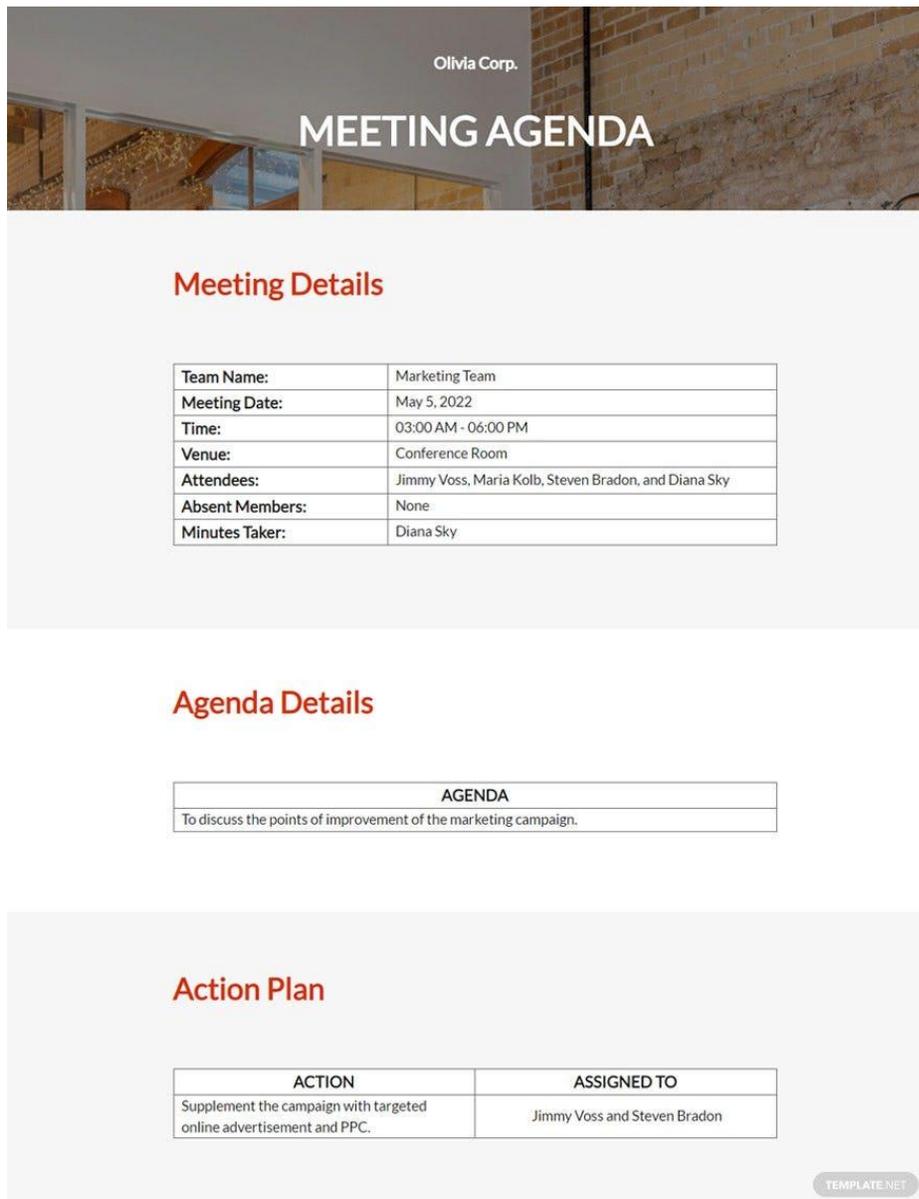


Meeting Details

Team Name:	Engineering Team
Meeting Date:	October 12, 2029
Time:	3:00 PM - 5:00 PM
Venue:	Conference Room
Attendees:	Jonathan Tilley, Jennifer Wells, and Adrienne Wiley
Absent Members:	Ethel Bates and Joseph Fulcher
Minutes Taker:	Jonathan Tilley

Meeting Agenda

The most common type of agenda that exists is a [meeting agenda](#). Scenarios that call for this document to be used include a board meeting, a daily meeting, a weekly meeting, or a simple, fun meeting. A typical meeting agenda usually includes a list of topics to be addressed and a sequence of planned activities, which can be formatted as a basic bullet list or as a more detailed document that includes topic descriptions, expected outcomes, and so on.



Olivia Corp.

MEETING AGENDA

Meeting Details

Team Name:	Marketing Team
Meeting Date:	May 5, 2022
Time:	03:00 AM - 06:00 PM
Venue:	Conference Room
Attendees:	Jimmy Voss, Maria Kolb, Steven Bradon, and Diana Sky
Absent Members:	None
Minutes Taker:	Diana Sky

Agenda Details

AGENDA
To discuss the points of improvement of the marketing campaign.

Action Plan

ACTION	ASSIGNED TO
Supplement the campaign with targeted online advertisement and PPC.	Jimmy Voss and Steven Bradon

TEMPLATE.NET

Staff Agenda

Another type of agenda that can be considered useful for meetings is a [staff agenda](#). Having one essentially helps a company/organization staff track their goals, share important updates on projects, and bring up possible challenges that can be encountered when working on a project. This is most prominently used in a staff meeting.

Meeting Details

Team Name:	HR Staff
Meeting Date:	June 23, 2022
Time:	02:00 PM - 03:00 PM
Venue:	VSD Conference Hall 3
Attendees:	Belinda Myers, Brenda Johns, Samuel Carter, Vinny Peters, and Wilson Shaw
Absentees:	None
Minutes Taker:	Wilson Shaw

Agenda Details

AGENDA
1. Discuss the current level of employee engagement.
2. Discuss next month's intern recruitment initiative.

Action Plan

ACTION	ASSIGNED TO
Work with the IT department in upgrading the office computers.	Brenda Johns
Launch the intern recruitment initiative next month.	Samuel Carter

TEMPLATE.NET

Presentation Agenda

Presentations are usually talks in which someone gives a speech about a new product or idea. A [presentation agenda](#) helps the speaker convey the things that need to be said to his/her audience. It does this by listing the items that need to be tackled, such as a sequence of projects or modern product launches and the person who is responsible for it along with the date it is expected to be completed/delivered.

New Digital Solutions Inc.

AGENDA 21 PRESENTATION

PROJECT NAME: Sustainable Workplace
MEETING DATE: December 19, 2031

PROJECT PURPOSE: The purpose of this project is to spread awareness of environmental issues that directly affect the company. It also aims to make employees more involved in developing efficient solutions that are attainable through their little ways.

ATTENDEES:

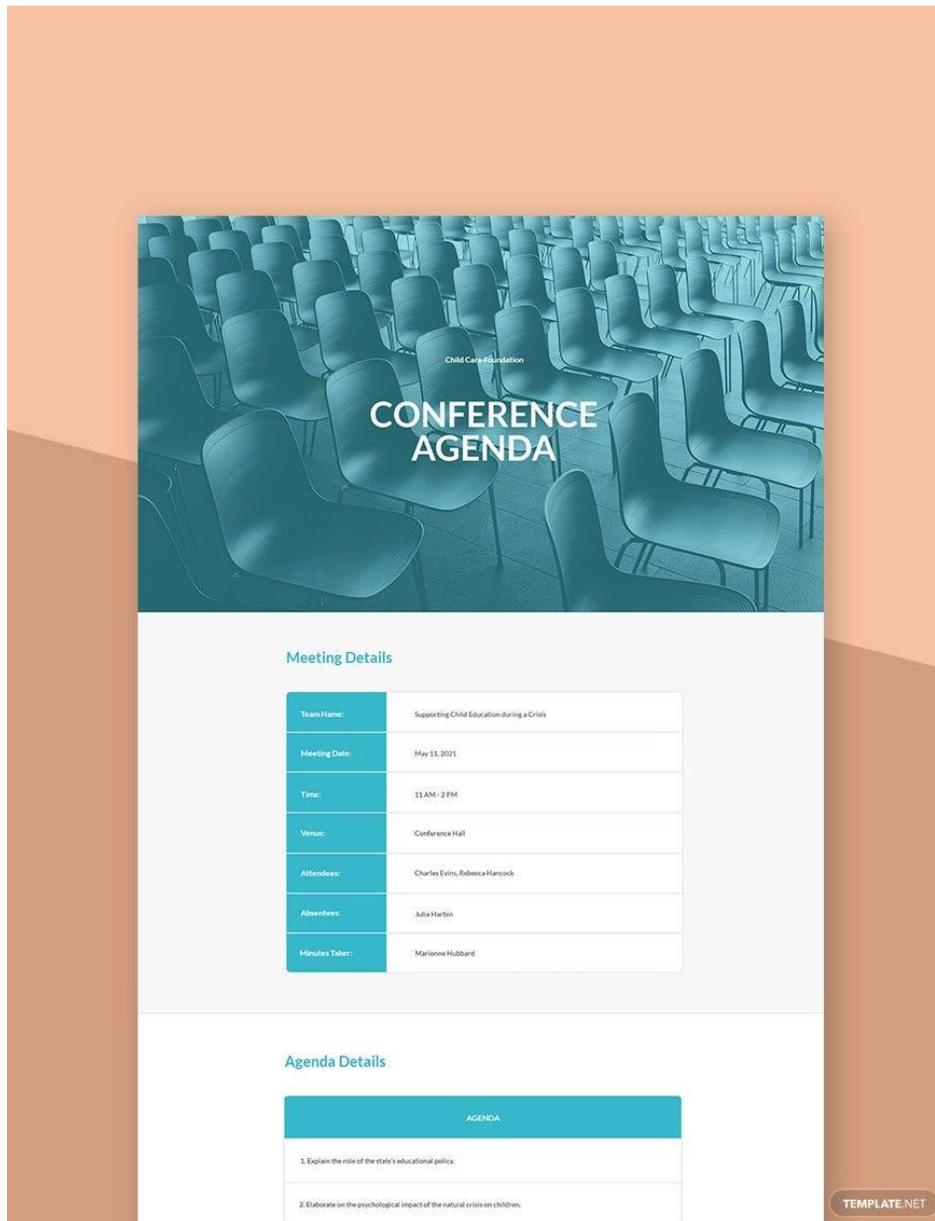
1. Lessie Morris
2. David Haas
3. Jack Linder

PROJECT MANAGER: Olga Frank
PROJECT BUDGET: \$20,000.00
KICKOFF DATE: January 11, 2032

AGENDA	RESPONSIBLE	EXPECTED RESULT	DEADLINE
The first agenda is to educate employees about the relevant environmental issues. This step will let employees see the issue on a bigger scale and how these challenges affect their daily lives.	Frank Jones	The employees should be able to be aware of the relevant environmental issues in the present day.	January 29, 2032
Now that the root cause of the problem is known, the second agenda of this project is targeted at letting employees know that they can contribute to taking care of the environment through little ways. And they can start at the workplace.	Jason Garcia	The employees should be able to find solutions and ways in taking care of the environment.	February 11, 2032
The last agenda of this project is developing policies and implementing them to assist the company in achieving sustainability. The employees should participate in making these policies and they will take charge in implementing them.	Mike Diaz	The employees should partake in making policies and solutions to address environmental problems in the workplace.	March 16, 2032

Conference Agenda

A [conference agenda](#) is a document that contains a list of activities or matters to be discussed in a conference meeting. The main purpose of this type of agenda is to let the delegates of a conference know what they should expect during a session. The structure of this type of agenda usually consists of the activities' summary, the list of the important speakers, and their allocated time.

The image shows a conference agenda template. At the top, there is a header image of a conference room with rows of blue chairs. The text "Child Care Foundation" is faintly visible in the background, and "CONFERENCE AGENDA" is written in large white letters. Below the header, there are two main sections: "Meeting Details" and "Agenda Details".

Meeting Details	
Team Name:	Supporting Child Education during a Crisis
Meeting Date:	May 11, 2021
Time:	11 AM - 2 PM
Venue:	Conference Hall
Attendees:	Charles Evans, Rebecca Hancock
Absentees:	Julia Harbin
Minutes Taker:	Marionne Hubbard

Agenda Details	
AGENDA	
1.	Explain the role of the state's educational policy.
2.	Elaborate on the psychological impact of the natural crisis on children.

TEMPLATE.NET

Board Agenda

A [board agenda](#) serves as a roadmap or a foundation for every board meeting that is to be held. This document usually sets the tone for how engaged the meeting can be and also contains a list of items that need to be covered in a board meeting. A carefully made board agenda template should allow everyone to focus on the topics at hand during the meeting and not allow them to get sidetracked.



Meeting Details

Team Name:	Board of Directors
Meeting Date:	May 8, 2025
Time:	11:30 AM - 12:30 PM
Venue:	Conference Room 3
Attendees:	Alex Worley, James Bradon, Diana Harold, and Kristene Parker
Absent Members:	None
Minutes Taker:	Kristene Parker

Agenda Details

AGENDA
To address the takeover of Busy.com business.

Action Plan

ACTION	ASSIGNED TO
Lead the reorganization of the new business.	James Bradon

School Agenda

Agendas are useful not only in the business world but also in the academic world. One such example of this is a [school agenda](#) document. The design or style of this document usually revolves around the topic of the things that need to be addressed by the school's chief members and faculty.



Meeting Details

Team Name:	Board of Directors
Meeting Date:	May 11, 2021
Time:	1:00 PM - 3:30 PM
Venue:	Function Hall
Attendees:	Maria Stephens, Joyce Smith, Alice Lynch, and Garrett Joiner
Absent Members:	None
Minutes Taker:	Alice Lynch

Training Agenda

Trainings are an important part in an employee's development inside his/her workplace. One way of making training effective and streamlined is by making use of a [training agenda](#). This document serves as a complete breakdown of a training plan so that you know when and how to start and conclude the training program, as well as the activities and topics that need to be considered during the program.

TRAINING AGENDA

EVENT TITLE: Group 18-A New Outbound Account Training Schedule

EVENT VENUE AND TIME: Training Room – 2nd Floor, 9:00 AM - 6:00 PM

STARTS	ENDS	AGENDA	DONE
09:00 AM	10:00 AM	New Account Orientation	<input type="checkbox"/>
10:00 AM	11:30 AM	Sample Calls Listening	<input type="checkbox"/>
11:30 AM	12:30 PM	Team Assignment and Practice	<input type="checkbox"/>
12:30 PM	01:30 PM	Lunch	<input type="checkbox"/>
01:30 PM	02:30 PM	Training Room Calls	<input type="checkbox"/>
02:30 PM	03:00 PM	Introduction to Work Equipment	<input type="checkbox"/>
03:00 PM	04:30 PM	Office and Building Rules and Tours	<input type="checkbox"/>
04:30 PM	06:00 PM	Mock Calls and Test	<input type="checkbox"/>

Agenda Uses, Purpose, Importance

As said earlier, agendas can be particularly useful in the business and academic world. They mainly guide the participants of an event or the organizer on what things need to be addressed including how and when they should be addressed. Here are some other uses and importance of this type of document.

Brainstorming

An agenda is usually used in meetings, which can be the best opportunity to gather every important personnel of a company in a single room at the same time. For this reason, having an agenda in hand is the best opportunity for everyone involved to brainstorm ideas to address the topics at hand. Brainstorming ideas or projects can help everyone magnify their efforts to ensure that they are completed.

Member Engagement

An agenda, no matter what purpose it may serve, will always encourage member engagement. This is done by making them discuss standpoints regarding the topic to be addressed as well as where to resume should the meeting go out of topic. In other words, an agenda helps everyone understand the flow of the meeting and engage them in discussions.

Communication

Having an agenda makes sure that the topics that are to be discussed in a presentation or meeting are given to the attendees in advance. In doing so, the participants are given enough time to do quick research on the topics at hand. Advance communication of an agenda also lets the participants know whether they are scheduled to talk or share a presentation slide.

Time Management

An agenda lets everyone go through different issues or topics efficiently, which helps time management. Providing a step-by-step framework ensures that everyone's precious time is used effectively. Additionally, when a meeting follows the time allotments that are listed in the agenda, the participants are more focused on more pressing issues and concerns.

Emphasis on Essential Topics

This is the most important purpose of having an agenda document prepared. By ensuring that all the important topics are covered in an agenda, the chance of having frequently unproductive meetings is significantly reduced. Placing emphasis on important topics in an agenda also ensures that the members will give their best in participating in the meeting.

What's in an Agenda? Parts?

Item

This part of an agenda refers to the topic or issue that is to be discussed/considered.

Desired Outcome

The desired outcome refers to the result that the members would like regarding a particular issue or item.

Priority

This lists the items that need to be considered as "high" or "low" priority.

Time

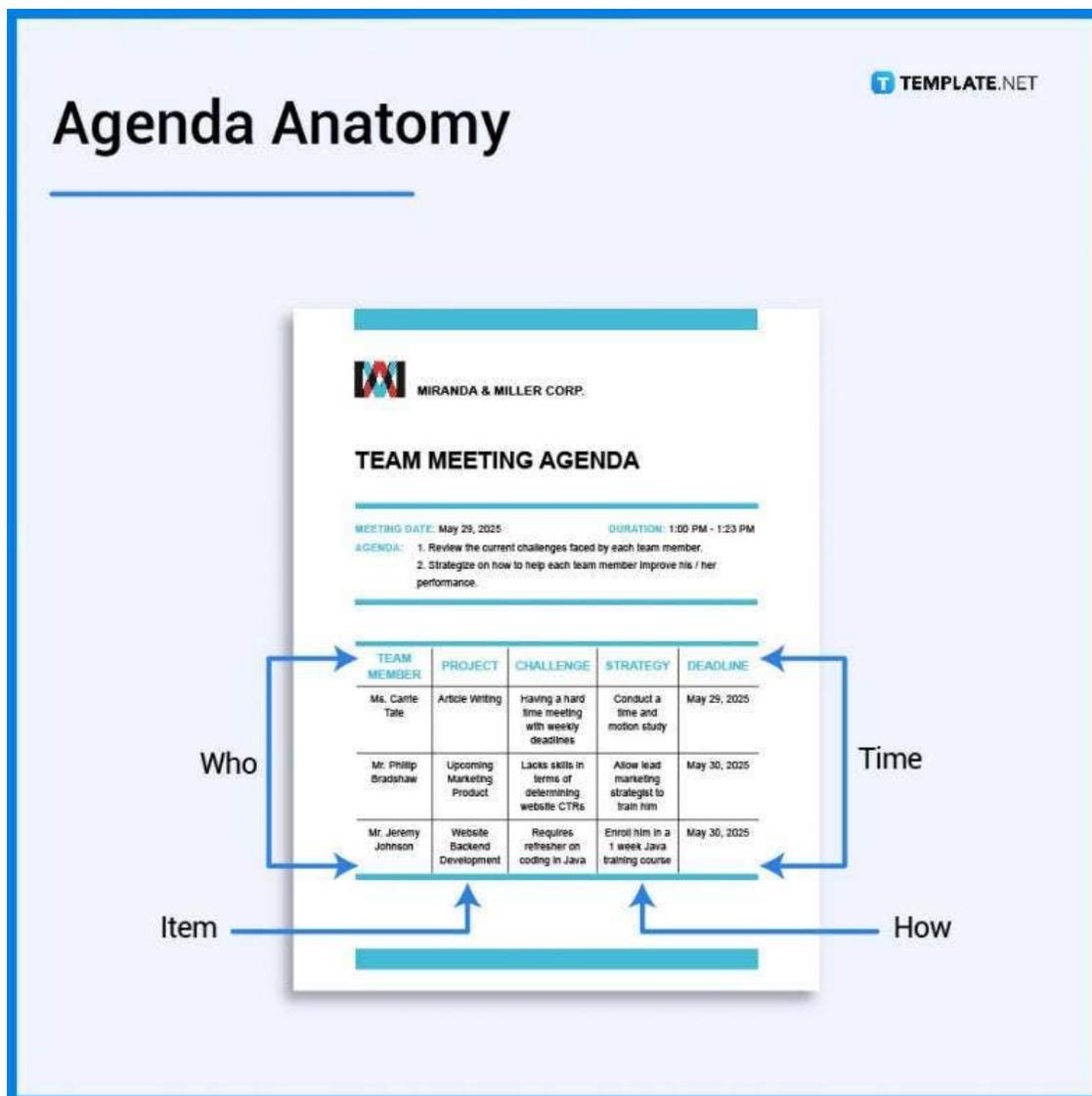
This refers to the time that is needed to achieve the desired outcome or the time needed to complete the entire meeting.

Who

This part of the agenda refers to the people who are involved in the meeting or who are involved in addressing the issue.

How

This part of the agenda refers to the ways in which the discussion of the topics may be completed.



How to Design an Agenda?

1. Select an [agenda size](#).
2. Decide on the purpose of the agenda.
3. Pick an [agenda template](#).
4. Modify the structure of the template to suit your purpose.
5. Add supporting creative elements if necessary, such as logos, images, or graphics.
6. Finalize the template and download.

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Agenda vs. Itinerary

An agenda refers to a list of things to be done or discussed within a meeting.

An itinerary refers to a schedule of events or activities that are related to the planned journey.

What's the Difference Between Agenda, Schedule, and Meeting Minutes?

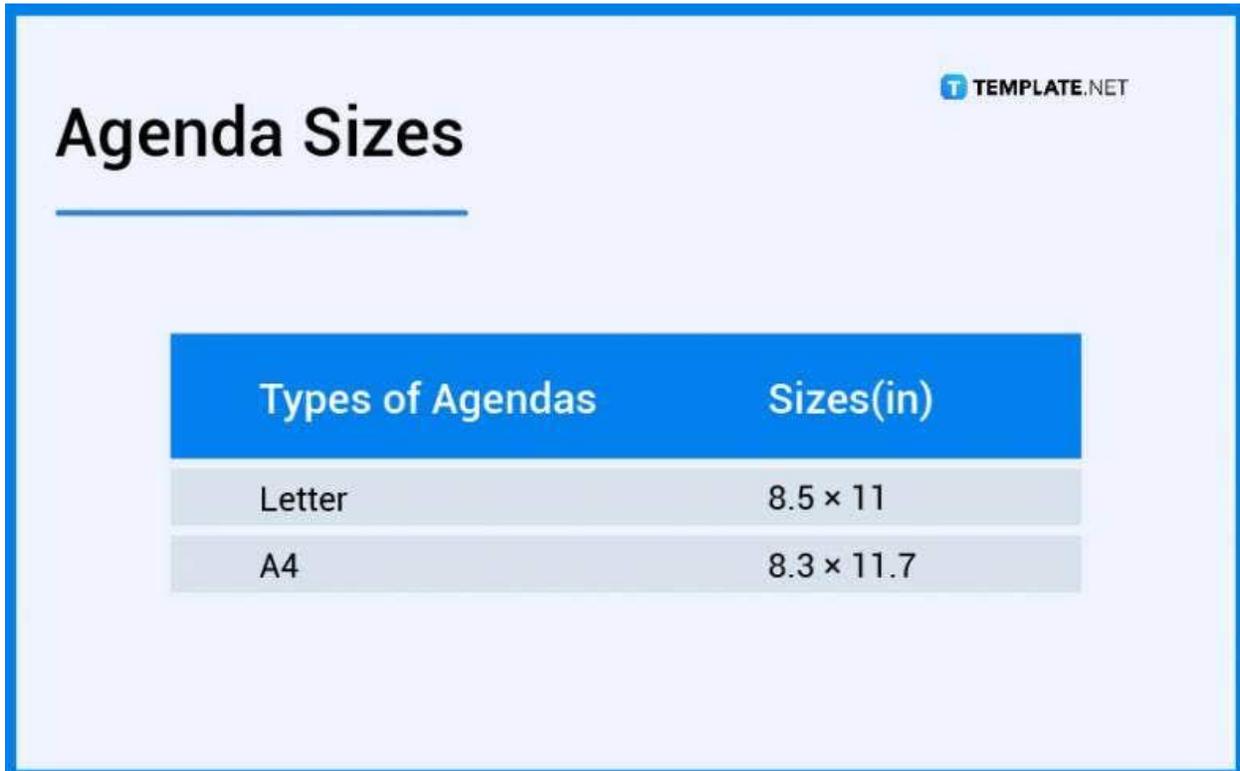
An agenda is a program of things or a list of things that need to be done and/or considered, and it can also be considered as someone's personal calendar.

A schedule, also known as a timetable, simply refers to a list of things that need to be done at a certain time, and it can also refer to an act of establishing an appointment at a certain time.

A meeting minutes document refers to a statutory record of the business, the decisions taken, and the resolutions that were passed in a meeting.

Agenda Sizes

Creating an agenda document requires adhering to the right agenda size so it can serve its purpose. Here are the standard ones that are currently in use:



Types of Agendas	Sizes(in)
Letter	8.5 × 11
A4	8.3 × 11.7

Agenda Ideas and Examples

Agendas have different forms and purposes and their style, structure, and design can be relatively easy to make. If you find yourself in great difficulty when building this document, then have a look at this sample [agenda ideas](#) and examples to guide you.

- Program Agenda Ideas and Examples
- Student Agenda Ideas and Examples
- Teacher Agenda Ideas and Examples
- Project Agenda Ideas and Examples
- Job Agenda Ideas and Examples
- Audit Agenda Ideas and Examples
- Research Agenda Ideas and Examples
- Vacation Agenda Ideas and Examples

- Travel Agenda Ideas and Examples
- Corporate Agenda Ideas and Examples
- Software Agenda Ideas and Examples

FAQs

How to write an effective team meeting agenda?

Writing an effective team meeting agenda begins by picking the right size of the document to be used, picking an appropriate template for a team meeting agenda, modifying its contents and structure, adding any logo/graphics that can support the document, and finalizing it.

What is a school agenda?

A school agenda is a document that contains a list of things or activities to be addressed by the key school members and their faculty.

What is the order of a meeting agenda?

The order of a meeting agenda starts with the reading and approval of the previous meeting minutes or notes, followed by the reports of officers, boards, and standing committees, then followed by the reports of special committees, the special orders which normally include time-sensitive businesses, the unfinished business, and general orders, and lastly, the new business.

How to format a training agenda?

To format a training agenda, first, define the learning objectives, then clarify key topics, organize material, plan your training/presentation techniques, then include your evaluation techniques, then lastly, focus on the timing of the training session.

How do you create a monthly agenda?

To create a monthly agenda, pick the right size that you should use, select a monthly agenda template, modify its structure or contents, add the supporting graphics, and lastly, finalize the agenda you've created.

How to design an agenda for an effective meeting?

To design an agenda for an effective meeting, first, seek input from team members, followed by selecting topics that affect the entire team, then list agenda topics as questions that need to be answered by the team, then decide the purpose of the topic, estimating a realistic amount of time for each topic, next is to propose a method for addressing each item, then you can specify how the participants should prepare for the meeting.

What should a good meeting agenda contain?

A good meeting agenda should contain the item that needs to be discussed, the desired outcome, the priority list, the time needed to achieve the outcome, the people involved, and how the topics should be addressed.

Why do you use the agenda for business?

An agenda is used for a business meeting since it can give the meeting a sense of direction, can help the attendees of a meeting prepare, and provides the participants an opportunity for feedback.

How to prepare agenda of a meeting?

To prepare an agenda of a meeting, first select a template size to be used, decide on the purpose of the meeting, select a blank template according to your purpose and modify it, and finalize the said meeting agenda.

Things to include in a meeting agenda?

The things to include in a meeting agenda are the desired outcomes of the meeting, the agenda topics, the prework, the norms, and the roles of the attendees of the meeting.