

UAB LEARNDEV WHISPER

A Weekly Publication of Learning

The Meeting Agenda

Every productive meeting needs an agenda. The difference between meetings with and without agendas can mean chaos, ruffled feathers and very few accomplishments.

An agenda:

- Can help a group of employees function as an effective team.
- Provides a forum for open discussion.
- Defines the action items and the person(s) responsible.
- Communicates that the meeting will be conducted in an orderly fashion and that productivity is the goal.

CALL TO ACTION:

If you are the leader/facilitator:

1. Before the meeting, prepare an agenda.
2. Send the agenda several days in advance to allow for updates on agenda items or suggestions on other items for inclusion.
3. During the meeting, keep it on track by following the agenda carefully.

If you are the participant/attendee:

1. Read the agenda and prepare to be an active participant.

KEEP ON LEARNING*

- ▶ Watch [Agenda Structure](#) (4m 52s).
- ▶ Watch [Items to be Discussed](#) (3m 46s).

**Benefits-eligible UAB, VIVA Health, Callahan, UABHS and HSF employees have free access to LinkedIn Learning platform and must log in using their UAB email address. If you have questions, please email campuslearning@uab.edu.*