

Agendas & Minutes

An agenda should be prepared for every meeting and distributed to all in attendance. It provides a framework for discussion. Adhering to an agenda helps to accomplish goals. A sample agenda is provided below. Chapters should tailor this format to meet their own needs. Make assignments so that each person(s) responsible for each item.

When planning the agenda, first determine the overall objective for the meeting; if there is no purpose there should not be a meeting. Then, brainstorm specific items of business that need to be covered. Referring to the previous meeting's agenda, minutes, and the suggested order of business is an organized way of determining those specifics. Follow a set order of business in determining the placement of each item upon the agenda.

For informal meetings such as committee meetings, it is helpful to have a statement of the objective and a review of the agenda as the first item of business. If members know what they are to accomplish and the manner in which it is to be handled, they are more likely to achieve the set goal. Near the end, review important dates and decisions made. Always remember to thank those present for attending and participating and tell them that you look forward to seeing them at the next meeting.

Student Involvement Technique:

- Introduce students to parliamentary procedure. Explain motions, seconding the motion and voting. Have students pair up and practice making motions and seconding motions.
- Explain the purpose of an agenda and show an example agenda. Have students write their own agendas for a meeting.
- Show meeting minutes examples. During a meeting (perhaps that you, as the teacher leads), have all students take minutes.
- Add your own ideas.

TIPS:

- Meetings should take place at a regular time. Set aside the last Friday of the month for a HOSA meeting, with the second Friday of the month set aside for committee meetings. Or, have the students vote on when to hold the HOSA meetings.
- Elected presidents and secretaries should be given a laptop (or computer – just for the meeting) to keep agendas and take minutes. Save agendas and meetings in a HOSA file, after printing. (This prevents you from having to chase down the files at a later date.)
- Agendas can be distributed for meetings in different ways: Facebook, e-mail, paper copies, written on the board or projected on an LCD projector as a PowerPoint slide.
- RESOURCE: Mastering Meetings Article:
<http://www.teamtri.com/pdf/Mastering%20Meetings%20by%20TeamTRI.pdf>
- RESOURCE: Parliamentary Procedure Basics:
<http://www.teamtri.com/pdf/Rule%20Like%20Robert%20-%20Meet%20Bob%20by%20TeamTRI.pdf>