

## Sample Meeting Agenda

### Ideas for a Successful Meeting

- Read the Weekly Update and work with your Regional Coordinator in order to be clear about the requests. Check in with your Regional Coordinator if you are unclear about anything.
- Choose a mock or role-play for the meeting.
- Review notes from last meeting. What did people commit to do by this week? Be sure to follow up with them so they know you are serious about supporting them to achieve their goals.
- Lead by example. Prepare a mock for the meeting to model for your group.
- Create an agenda and vision for the meeting.

### Sample Agenda for Your Meeting

- Relationship-building (5 min)
- Inspiration (5 min)
- Review agenda (2 min)
- Action-taking (15 min)
- Follow up on commitments from the previous meeting (20-30 min)
- Other agenda items (10 min)
- Close the meeting and thank

### Extra Tips

- Start and end on time. Set up for the meeting a few minutes early and ask that your group is on time as well.
- Follow your agenda but be flexible enough to adjust if there is an issue that takes precedence.
- Close personal relationships allow for deeper levels of commitment to each other and our shared vision of a world without poverty, so make time to get to know each other.
- Have a good time! This work can be challenging, so focus on the everyday success of being in partnership with other people who share your vision and your passion.

You can also check out the sample meeting agendas located at the end of the monthly Action Sheets.