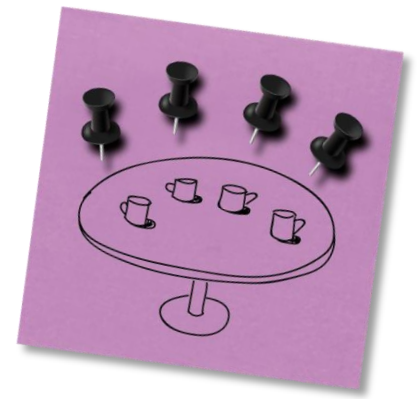


# SAMPLE MEETING AGENDA

An Agenda with Purpose – one of the most common tools for meetings is an agenda. As a Weapon Savvy Ninja, you'll be used to using these for your meetings. Focusing on the purpose of the meeting can help everyone to understand their role and why you want them to be involved. You can use this to help steer the conversation, but it can also help people to decide if they should attend or not. We would suggest having an overall purpose statement for the meeting. Then for each agenda item outline the purpose of that item.



**MEETING NAME:**

**PURPOSE OF MEETING:** By the end of this meeting we will have Decided/Discussed/Resolved/Learned

**DATE:**

**START TIME:**

**FINISH TIME:**

**LOCATION:**

**ATTENDEES:**

AGENDA ITEM	PURPOSE (to decide, for Info, to generate idea)	WHAT CAN PEOPLE DO TO PREPARE	PERSON REPONSIBLE	TIME ALLOCATED TO THIS ITEM